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**LLRC**  
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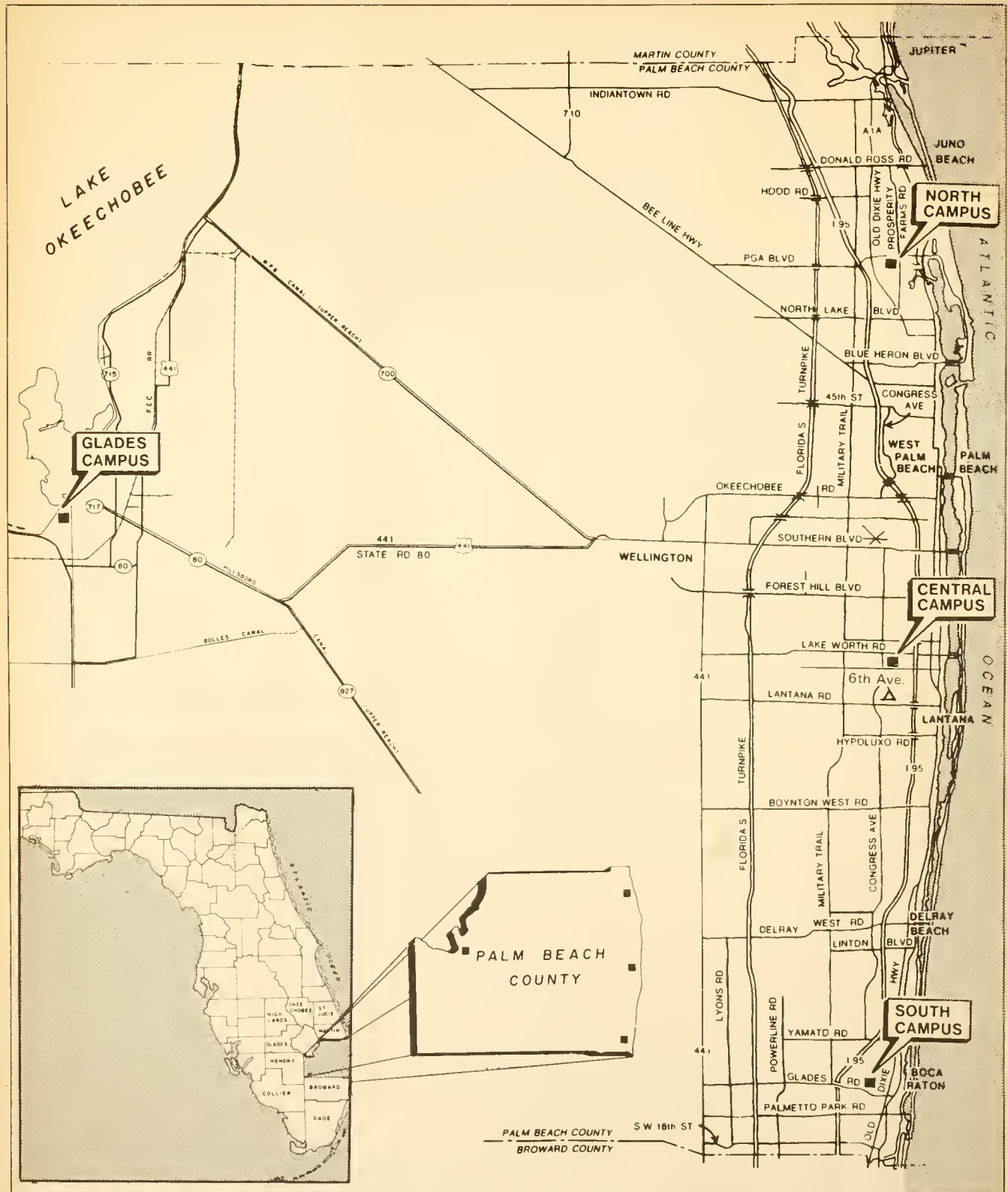




Palm Beach Junior College



# PBJC -- Serving Palm Beach County from Four Locations



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PHOTO BY FERANY CORBATO

The Bulletin of Palm Beach Junior College, Vol. 48-1, is published four times annually - January, March, July and November, by Palm Beach Junior College, Lake Worth, FL 33461. Editing and graphic design by PBJC News Bureau. Some photographs supplied by student photographer Ferany Corbato.

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# Student Calendar

## FALL TERM 1986-87

May 20.....	Deadline for international student applications
July 29.....	Deadline for regular admission for FALL TERM
July 30-August 22.....	Extended admissions
August 22.....	Final day to withdraw with 100% refund 3:00 p.m.
August 20-22.....	Orientation, advising and registration
August 25.....	Classes begin
August 25-29.....	Days for correcting schedules, 1:00-3:00 p.m.
August 25-28.....	Evenings to correct schedules 6:00-9:00 p.m. Mon.-Thurs., evening students
August 29.....	Registration for senior citizens, 1:00-3:00 p.m.
August 29.....	Final day to withdraw with 80% refund, 3:00 p.m.
September 1.....	Labor Day Holiday
September 5.....	Final day to register for CLAST
October 4.....	Administration of CLAST
October 6.....	Final day to complete application for graduation
October 20.....	Eight weeks progress report period ends
October 20-December 12.....	Express Term
November 3.....	Final day to withdraw from class with a "W"
November 3.....	Final day to change from credit to audit
November 10-21.....	Currently enrolled students register (Pay fees by December 12)
November 27-28.....	Thanksgiving Holidays
December 16-18.....	Final examinations
December 19.....	Grades due in Registrar's Office, 4:00 p.m.
December 19.....	Commencement exercises

## WINTER TERM 1986-87

November 4.....	Deadline for international student applications
December 12.....	Deadline for regular admission for WINTER TERM
December 15-January 5.....	Extended admission
January 5.....	Final day to withdraw with 100% refund
January 2, 5.....	Orientation, advising and registration for day students by appointment
January 6.....	Classes begin
January 6-12.....	Days for correcting schedules, 1:00-3:00 p.m.
January 6-8, 12.....	6:00-9:00 p.m. Mon.-Thurs., evening students
January 12.....	Registration for senior citizens, 1:00-3:00 p.m.
January 12.....	Final day to withdraw with 80% refund
January 19.....	King Holiday (Students Only)
February 13.....	Final day to register for CLAST
February 17.....	Final day to complete application for graduation
February 27.....	Eight weeks progress report period ends
March 2, 3, 4.....	Spring break
March 5-April 29.....	Express Term
March 14.....	Administration of CLAST
March 16.....	Final day to withdraw from class with a "W"
March 16.....	Final day to change from credit to audit
April 17.....	EASTER HOLIDAY
April 6-10.....	Currently enrolled students register for SPRING TERM (Pay fees by April 24)
April 6-10.....	Currently enrolled students register for SUMMER TERM (Pay fees by May 21)
April 20-24.....	Currently enrolled students register for FALL TERM (Pay fees by May 21)
April 16.....	Faculty planning day
April 30, May 1 & 4.....	Final examinations
May 5.....	Grades due in Registrar's Office, 4:00 p.m.
May 5.....	Commencement exercises

## SPRING TERM 1986-87

April 6.....	Deadline for international student applications
April 22.....	Deadline for regular admission for SPRING TERM
April 23-May 6.....	Extended admission
May 6.....	Final day to withdraw with 100% refund
May 6.....	Orientation, advising and registration
May 7.....	Classes begin
May 8.....	Final day to register for CLAST
May 7, 11, 12.....	Days to correct schedules due to error only
	Day students, 1:00-3:00 p.m.
	Evening students, 6:00-9:00 p.m.
May 12.....	Registration for senior citizens, 1:00-3:00 p.m.
May 12.....	Final day to withdraw with 80% refund
May 25.....	Memorial Day Holiday
May 28.....	Final day to complete application for graduation
June 1-4.....	Currently enrolled students register for SUMMER TERM/FALL
	(Pay fees by June 11)
June 4.....	Final day to withdraw from class with a "W"
June 4.....	Final day to change from credit to audit
June 6.....	Administration of CLAST
June 17.....	Final examinations
June 17.....	Grades due in Registrar's Office, 4:00 p.m.

## SUMMER TERM 1986-87

May 8.....	Final day to register for CLAST
May 18.....	Deadline for international student applications
June 4.....	Deadline for regular admission for SUMMER TERM
June 6.....	Administration of CLAST
June 8-18.....	Extended admission
June 18.....	Final day to withdraw with 100% refund
June 18.....	Orientation, advising and registration
June 22.....	Classes begin
June 22-24.....	Days to correct schedule due to error only
	Day students, 1:00-3:00 p.m.
	Evening students, 6:00-9:00 p.m.
June 24.....	Registration for senior citizens, 1:00-3:00 p.m.
June 24.....	Final day to withdraw with 80% refund
July 13.....	Final day to complete application for graduation
July 16.....	Final day to withdraw from class with a "W"
July 16.....	Final day to change from credit to audit
July 20-23.....	Currently enrolled students register for FALL TERM
	(Pay fees by August 6)
July 29.....	Final examinations
July 29.....	Grades due in Registrar's Office, 4:00 p.m.
July 30.....	Commencement exercises

**CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**



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**DR. OTTIS R. SMITH**  
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B.S., New York Institute of Technology

M.S.C.S., Nova University

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M.A., George Peabody College

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M.F.A., University of Florida

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R.N., Mercy Central School

M.Ed. Florida Atlantic University

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M.Ed., University of Virginia

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M.A., University of Wisconsin

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University

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PBJC Central

B.M., B.M.E., M.M., Howard  
University

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Associate Professor, Psychology  
PBJC North

B.S., Trinity University

M.Ed. University of Virginia

Ph.D., University of Florida

**JONES, JOAN S.**

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B.A., Mexico City College

A.M., University of Cincinnati

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B.S., West Chester University

M.A., University of Connecticut

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B.S., University of Alair Bhan  
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B.S., University of Alair

M.S., Columbia University

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B.Mus., M.Mus., D.M.A.,  
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**KERN, SARAH N.**

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Ph.D., University of Salzberg

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B.S., Florida State University

M.S., West Virginia University



**KOZA, SISTER GWEN**

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PBCJ Central

B.S., Edgecliff

M.A.T., University of Cincinnati

**KRAMER, GORDON J.**

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PBJC South

B.A.E., M.Ed., University of Florida

**KRIEGER, PETER J.**

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B.S.E., University of Florida

M.Ed., Ed.D., Florida Atlantic  
University

**KRUMM, BYRON C.**

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Laboratory Technology PBJC Central

Franklin University

**LANE, FREDERICK C.**

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M.A., Pennsylvania State University

**LANGSTON, MARIE A.**

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B.S., University of Florida

M.Ed., Florida Atlantic University

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PBJC Central

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M.A., University of South Dakota

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M.Ed., University of Florida

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M.S., University of Mississippi

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PBJC South

B.A., Seton Hall Senior Instructor

M.A., Illinois State University

**LONG, RONALD A.**

Senior Instructor, Counselor  
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B.A., Anderson College

M.A., Ball State University

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PBJC Central

B.A., Brooklyn College

M.L.S., Columbia University

**MADSON, RICHARD R.**

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A.A., Ricks Junior College

B.S., M.S., M.A., Brigham Young  
University

**MATTHEWS, BARBARA C.**

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B.S., Florida State University

M.S., Iowa State University

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B.S., Western Illinois University

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**McLAUGHLIN, FRANK J.**

Senior Instructor, Counselor

PBJC Central

B.S., Youngstown University

M.A.Ed., Westminster College

**MEEKER, SYLVIA C.**

Senior Instructor, Related

Health PBJC Central

A.B., Smith College

O.T. Certificate, Columbia College

of Physicians and Surgeons

Reg. O.T., The American Occupational  
Therapy Assn., Inc.

M.S., Florida International University

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A.S., Palm Beach Junior College

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University

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B.A., Carthage College

A.M., University of Illinois

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B.S., Northeast Missouri State  
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M.A., University of Connecticut

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B.H.S., Florida Atlantic University

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- PHILLIPS, JOHN A.**  
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M.A.T., University of Montevallo  
Ph.D., University of Southern  
Mississippi
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B.S.N., Wayne State University  
M.S.N., Medical College of Georgia  
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of New York, Stonybrook
- PRENTICE, MAVILENE**  
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B.S., University of Alabama  
M.S., Purdue University
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M.B.A., Atlanta University
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M.A., Columbia University  
Ed.S., Jackson State University
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M.S., Rutgers University

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Ph.D., University of Florida

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PBJC Central

B.A., Yankton College

M.A., St. Mary's University, Texas

M.S.W., Our Lady of the Lake  
University, San Antonio

## Adjunct Instructors

Palm Beach Junior College employs qualified adjunct instructors, both for workshops and seminars and for credit courses. In our area, a large number of outstanding teachers are available for this service, and the college takes pride in their credentials and accomplishments. It is difficult, however, to obtain



a list for the catalog which would be complete and current. The following list, supplied by center administrators and, at PBJC Central, by department chairmen, is intended to be representative rather than complete.

**PBJC CENTRAL**

**Art Department**

AHO, PAUL  
BORODYCHUK, ANITA  
BURROUGHS, THOMAS F.  
HACKER, PAMELA  
MCCARTNEY, DR. THOMAS  
MCCONKEY, WILLIAM  
MORPHEW, ROBERT  
STROTHER, DORA

**BUSINESS**

ADAMS, RICHARD  
AKYUREK, CEM  
BLACK, LOUIS  
BLOOM, JANE  
DARVILLE, LIONEL  
HOLLEN, STEVE  
HOOVER, WILLIAM  
HOUSER, JACKSON  
JOHNSON, RAYE  
KAPLAN, KIM  
LAZENBY, THOMAS  
LEBLANC, JIM  
LUTTER, FRED  
MCDERMOTT, LINDA  
MINOR, DENA  
MONTGOMERY, RICHARD  
MURPHY, JENNIFER  
NASIPAK, JOHN  
OWEN, JACK  
PITTARD, JIM  
RICHMOND, DONALD  
RICK, ROBERT  
RODOPOULOS, NICHOLAS  
SCHLANDER, AIMEE  
SOLIERI, STEVE  
SPENGLER, JOYCE  
STONE, LYNN  
TRANTER, JOHN  
WALSH, BARBARA  
WATT, DONALD  
ZAPPULLA, TOM

**Communications**

BEAUREGARD, SUSAN  
BURKE, WILLIAM

GIEFFERS, FERNANDA  
HALL, ROBERT  
HOUSER, JACKSON  
KIRKER, EARL  
MARTIN, CAROLYN

**Criminal Justice**

HARRISON, JUDGE HOWARD  
WILLE, RICHARD

**Engineering Department**

BOSWORTH, BARRY  
BRUCE, OWEN  
CATO, MICHAEL  
CONKLING, FRANK  
ENLOE, JERRY  
EVELYN, TOBERT  
FRECK, DAVID  
GIMPLE, NORMAN  
HAAG, MICHAEL  
HAAS, WESTLEY  
HEYBRUCK, WILLIAM  
KATEN, PAUL  
KELLY, JOHN  
LANG, MARGARET  
LOWMILLER, LEO  
LYNCH, PETER  
MOLZER, TICHARD  
PETZOLD, TOBIN  
POLACK, PETER  
REA, ROBERT  
SCOLA, ROBERT  
SHEPARD, DENISE  
SHOULTES, TERRELL  
SMITH, JEFFREY  
SPEIGEL, LEONARD

**Dental Health**

ALBERTS, MARC  
BOLLENBACHER, SARAH  
FILKER, PHYLLIS, D.M.D.  
FRIEDMAN, KATHRYN  
FELDMAN, STUART  
FARBER, JODI  
GELSOMINO, COLLEEN  
JONES, MARY J.  
KUZMERIK, BETH  
MANDIGO, DEBBIE  
MILAM, SUSAN  
MILLER, TAMI  
MURRAY, PAULETTE  
PIERMATTIE, M. HELENE  
ROSENFELD, LEON  
SANDELL, CHARLES, D.M.D.  
ZELKO, JULI

**Health & Home Economics**

FERRIN, MARGIE  
HAINES, SUE  
HARDELL, JANE  
HORTON, CATHERINE  
MELEK, STEPHEN  
MICELI, CAROL  
REMPALA, LARRY  
VAN WINKLE, PRUDENCE  
WEST, JOHN  
WOOLFSIE, BETH

**Mathematics**

BROWN, JAMES  
GENTRY, CURTIS  
GOEBEL, ROBERT  
HAWKIN, JOHN  
HEGSTROM, WILLIAM  
KESSLER, MARK  
METCALF, CAROL  
MURDOCK, ROBERT  
SCHWARTZ, IRVIN  
SCHWARTZ, SELMA  
SHAPIRO, JACK  
SHERMAN, SAMUEL  
SWEET, RAYMOND  
STRASSER, JOHN  
THOMASSON, GARY

**Music**

DARQUI, ALEX  
DILIDDO, MICHAEL  
DREVET, PHILLIPPE  
LEWIS, VINCENT  
LYDON, LAWRENCE  
MUCCI, RICHARD  
PATSIIS, NICHOLAS  
SPEWAK, EDWARD

**Nursing**

ARGUELLO, MARY  
BRENNEN, MARLENE  
BULFIN, MARY FO  
GROTHER, NANCY  
GRUMBACK, CHERYL  
KAWECKI, ELIZABETH  
MALONY, JANE  
MIDDLETON, DEBORAH  
SCHNEIDER, JOY  
SULLIVAN, LAURA  
SWASEY, PATRICIA

**Physical Education**

CAMPBELL, KATHY  
FAQUIRE, HAMID  
MANDIGO, MELINDA

SEGAL, JORY  
WINKLER, ROB

### **Science**

BOYAR, DANIEL  
HOLLING, FRED  
RIOUX, ANNE  
WARNER, PATRICIA

### **Social Science**

GREENBURG, MILTON  
IACONA, MICHAEL  
ROMEO, JOHN  
SEMET, ROGER  
SILBERMAN, MORRIS  
STANTON, MANY

### **PBJC GLADES**

AGUIRRE, DR. EDGAR  
ANDERSON, JOAN  
BENNETT, SARAH  
BOTTOMS, JAN  
BROWN, CYNTHIA  
BROWN, WILLIAM  
BULLOCK, MARTHA V.  
BURGESS, MIRIAM  
CHILOUS, ALZORA  
DENAULT, JOHN  
EVANS, DR. DAVID  
GALLO, JUDITH  
HICKERSON, AVA SUE  
LOCKMILLER, CHARLES  
LOPEZ, BRENDA  
LUTZ, BRENA  
MAGUIRE, JAMES  
MILLER, MICHAEL R.  
NEFFLEN, PRISCILLA  
SCHULTZ, MARC  
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SHULER, PEI-ANN  
SKINNER, JOE  
THOMPSON, ALICE  
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WARD, JIMMY B.  
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AYALA, RICARDO  
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BLOMBERG, DALE

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MANDIGO, MELINDA  
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SHARP, JOHN  
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ANTHONY, CLARENCE  
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BENNETT, LEE  
BITTNER, BARBARA  
BROWN, MICHAEL  
BROWN, ROBERT  
BRUMBACK, BARBARA  
BURGESS, ERNEST  
CASE, PAMELA  
CHROMIK, DIANE  
COBLENTZ, LINNEA  
COHEN, WENDY  
COLLINS, JOHN  
COSTIGLIOLA, CHARLES  
CROSS, ARLENE  
CURLESS, WILLIAM  
CURRAN, ROBERT  
DAVIES, STEPHEN  
DAWSON, MARGARET  
EMANUELLI, MICHAEL  
FRICANO, PATRICK  
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GILL, NEWELL  
GODBY, STEVEN  
GOLDSTEIN, LORI  
GREENSPAN, EDITH  
GREGORY, PETER  
HUTCHCROFT, CYNTHIA  
IOSET, WALTER  
ISCAN, YASSAR  
IVERSON, GRACE  
KAHLE, CAROL  
KELLY, WALTER  
KIM, JAE H.  
KIZLIK, SANDRA  
KLEMM, JANET  
LAUNER, BEATRICE  
LENZA, VICKIE

LOVE, MARSHA  
 LUNDY, ROBERT  
 LUO, REN KANG  
 MANESH, MIKE  
 MICHELMAN, DANA  
 MONAS, LESLIE  
 MOSES, HARRY  
 NIEMCZYK, KIM  
 OLSHAN, PAUL  
 PARMAN, GUY  
 PATTON, JOHN  
 PAYNE, SHIRLEY  
 PURI, JOÉ  
 RANSPACH, ERNEST  
 REMUS, JACK  
 RESNICK, JACK  
 RICE, ROBERT  
 SCHANNAULT, HERMAN  
 SCHEARER, CHRISTOPHER  
 SCHIENER, JOHN  
 SEAMAN, CYNTHIA  
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 SERLIN, HOWARD  
 SERVICE, GREGORY  
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 SMITH, TONY "BOBBY"  
 SPERLING, PAULINE  
 STEIN, LARRY  
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 TAYLOR, MARCIA  
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 WILSON, WARD  
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 Science/Chemistry 1960-80  
 B.S., Baldwin-Wallace  
 M.A., Western Reserve University  
**AMBROSIO, MARTHA A.**  
 Business/Hotel-Food Service  
 1963-80  
 B.S., M.S., R.D., Florida State  
 University  
**BAKER, HOWARD**  
 Biology 1958-69  
 B.S., M.S., Kansas State Teachers  
 College

**BALDREE, WILLIAM G.**  
 Date Processing 1966-82  
 B.S., University of Illinois  
 M.A., Florida Atlantic University  
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 Financial Office 1957-59  
 Director of Business Affairs 1959-69  
 B.S., Indiana University  
 M.Ed., University of Florida  
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 Dental Assiting 1966-80  
 B.S.Ed., Ohio Northern University  
 D.D.S., Ohio State University  
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 Chairperson, Social Science  
 Department 1960-84  
 B.S., Columbia University  
 M.A., Furman University  
 Ed.D., University of Florida  
**BULLOCK, RUBY L.**  
 Mathematics 1965-78  
 A.B., Florida A&M University  
 M.A., University of Chicago  
 M.A., University of Maine  
**BUTLER, PAUL W.**  
 Guidance 1965-84  
 B.S., Ft. Valley State College  
 M.A., Fisk University  
**BUTTERFIELD, LEE E.**  
 Chariperson, Foreign Language  
 Dept. 1963-74  
 A.B., H.L.D., Hillsdale College  
 M.A., McGill University  
**BUTTERWORTH, DONALD Q.**  
 Music 1964-78  
 B.M., M.M., Eastern School of Music  
 Ed.D., Teachers College, Columbia  
 University  
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 BIOLOGY 1960-85  
 B.S., Indiana University of  
 Pennsylvania  
 M.S., Cornell University  
**COFFIN, JEAN A.**  
 Nursing 1974-84  
 R.N., Methodist Hospital School of  
 Nursing  
 B.S., Butler University  
 M.S., University of Chicago  
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 Communications 1965-77  
 B.S.E. Pennsylvania State Teachers  
 College  
 M.A., University of Michigan  
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 Electronics 1960-77  
 B.S., Georgia Institute of Technology

B.S., M.S., U.S. Naval Post Graduate  
 School  
**D'ANGIO, ROBERT A.**  
 Social Science 1968-73  
 Director of Continuing Education,  
 1973-79 North Campus  
 B.A., M.A., Stetson University  
**DAVEY, ELIZABETH Y.**  
 Dean of Women, Counselor  
 1965-79  
 B.S., Douglass College, Rutgers  
 University  
 M.S., Barry College  
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 Social Science 1962-72  
 A.B., Oglethorpe University  
 B.D., M. of Div., Vanderbilt University  
 S.T.M., S.T.D., Temple University  
**DIXON, ELEANOR R.**  
 Business Education 1961-72  
 A.B., M.A., University of Kentucky  
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 Mathematics 1965-67  
 B.Ed., Illinois State Normal  
 University  
 M.A., Columbia University  
 Ph.D., New York University  
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 Chairperson, Dept. of Dental  
 Health Services 1962-72  
 D.M.D., University of Pittsburgh  
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 Communications 1958-84  
 A.B., B.S., Mississippi Southern  
 College  
 M.A., University of Alabama  
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 English/Reading 1977-83  
 North Campus  
 B.A., Gennette College  
 M.A., Atlantic University  
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 Guidance 1970-75  
 Asst. Registrar 1975-82  
 B.S., Hampton Institute  
 M.A., New York University  
**FLORY, WILLIAM C.**  
 Communications 1968-81  
 B.A., M.A., University of Florida  
**GALBRAITH, WILLIAM B.**  
 Physics 1956-85  
 B.S., Florida Southern College  
 M.Ed., University of Florida  
**GATHMAN, CRAIG A.**  
 Biology 1948-52, 1955-76  
 Chairperson, 1964-70  
 B.S., Alfred University  
 M.S., University of Miami



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Nursing 1974-79

R.N., Memorial School of Nursing

B.S., University of Michigan

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Vice President, Student

Affairs 1949-78

B.S., New Jersey State College

M.A., Montclair State College

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Director, Evening Classes 1959-65

Dean of Instruction 1965-71

Dean of Academic Affairs 1971-75

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B.S., Mississippi State College

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Communications 1965-82

B.S.Ed., Missouri State Teachers  
College

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Art 1964-78

B.A., William Penn College

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University**GROSS, IMOGENE A.**

Chemistry, Physics 1933-56

B.S., Georgia State College for  
Women

M.A., Johns-Hopkins University

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Hygiene 1965-76B.S., D.D.S., University of  
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Business/Home Economics 1949-79

B.S., M.S., Florida State University

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Engineering 1965-75

B.S., M.E., North Carolina State

M.Ed., Florida Atlantic University

**HOLLING, FRED J., JR.**

Biology 1961-70

Assistant & Coordinator, Evening  
Division 1971-75Coordinator & Director, Continuing  
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B.S., M.A., University of Florida

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Business 1965-68

Chairperson, Business Department  
1968-76

B.A., Colgate University

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Department 1961-74A.B., M.A., Western Kentucky  
College**HUNEKE, WINIFRED H.**

Nursing 1967-83

R.N., B.S., M.S., University of  
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1948-64D.S., M.A., Diploma of Fine Arts,  
Columbia University**KNITTLE, CARL T.**

Communications 1966-79

B.A., North Central College,  
Naperville

B.D., Yale University

M.A., Ohio State University

**LEGGITT, DOROTHY**

Basic Studies 1965-73

Ph.B., M.A., University of  
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**MACKENZIE, C. CATHARINE**

Nursing 1960-70

R.N., B.S., University of  
Pennsylvania

M.A., Columbia University

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President 1957-78

B.P.S.M., M.A., Ed.D., Indiana  
University**MARTIN, JOHN W.**

Business Administration 1966-70

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Guidance, Registrar 1958-75

B.S., M.S., Kansas State College

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Business 1969-81

B.S., Georgia Institute of Technology

B.S.B.A., J.D., University of  
Florida**MCCANN, HARRIET S.**

Nursing 1973-83

R.N., Cochran School of Nursing

B.S., M.S., New York University

**MCCUE, MICHAEL J.**

Engineering 1966-75

University of Michigan

**MCNEELY, MARIAN C.**

Guidance 1966-85

A.B., Notre Dame College

M.Ed., Kent State University

Ed.D., Nova University

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Nursing 1972-81

R.N., Massachusetts General  
Hospital

B.S., University of Miami

M.P.H., University of Michigan at  
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Ed.D., Florida Atlantic University

**MILES, JAMES B.**

Art 1963-67

Chairperson, Art Department

M.Ed., Ed.D., North Texas State  
University**MORSE, MARIAN F.**Psychology, Social Studies  
1934-55

A.B., Smith College

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Business Education 1955-68

A.B., Marshall College

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M.A.T., University of Florida

**PAYNE, JOSEPH O.**

Social Science 1958-82

B.A., Erskine College

M.Ed., University of North Carolina

**PHILLIPS, EMMA J.**

English 1958-70

A.B., A.M., Ph.D., Indiana  
University**RADER, JENNINGS B.**

Engineering Technology

Department 1961-72 PBJC Central  
Chairperson, Engineering Technology  
Department 1972-84

A.A., Pieffer College

B.A., M.A., George Peabody College  
for Teachers**ROBERTS, BENJAMIN S.**

Librarian 1963-85

B.S., Georgetown University

M.A., Florida State University

**ROYALL, WALTER H.**

Data Processing 1965-76  
B.A., McMaster University

**ROYCE, LETHA M.**

Music 1959-70  
Chairperson, Music Department  
1970-83

B.M., M.M. Florida State University

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Mathematics 1957-58, 1965-77

A.B., Houghton College  
M.A., University of Michigan

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Mathematics 1964-76  
A.B., Florida State University  
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Chairperson, Nursing  
Department 1959-69  
R.N., Washington University School  
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Art 1969-80  
B.A., University of Missouri  
M.A., Washington University

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Mathematics 1964-83  
B.A., M.A., State College of Iowa

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1967-Present  
B.S.Ed., State Teachers College,  
California, Pa.

M.A.Ed., (AV), Appalachian  
University

**TRAVIS, RICHARD L.**

Mathematics 1962-72  
Asst. Chairperson, Mathematics 1972-81  
Chairperson, CPI Department 1981-85  
B.S., M.S., New York State College

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Dental Laboratory Technology 1965-79  
C.D.T.

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Chairperson, Law Enforcement  
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Social Science 1966-70  
A.A., George Washington University  
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Guidance 1963-75  
A.B., Union College  
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Engineering Technology 1957-64  
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1964-71

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B.S., Iowa State College  
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Business/Retailing 1966-81  
B.S., Miami University  
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DAHL, CYNTHIA L.  
DAIGNEAULT, VICKI  
DALTON, LAURA J.  
DAVIS, PARTICIA R.  
DAVIS, PAUL L.  
DECKER, R. MARK  
DELORME, GAYLE R.  
DE VALENCIA, JUAN  
DOROSH, ANN  
DOWLING ESSIE  
DOWLING, JOYCE  
DRAPER, JUDITH  
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FARRELL, VERONICA

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FRANK, JOANNE  
FRANKLIN, SHARON  
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GARVEY, ROBERT  
GASKINS, IVERY E.  
GIVEN, JOHN F.  
GLOVER, MATTIE  
GOLDSTEIN NORMAN L.  
GOLDSTEIN, ROBERT L.  
GOLDSTEIN, ROSE  
GREENE, PATRICIA A.  
GUY, CAROL  
HALL, DANIEL  
HANEBERG, JOAN  
HANNA, CHERIE  
HARLEY, SAMUL  
HARRIS, GERALDINE C.  
HARRIS, VEETO  
HAVEARD, SHARON  
HAYES, WILLIAM  
HEBERT, MADLYN A.  
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JOHNSON, JUANITA M.  
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KNIGHT, BENJAMIN  
KNIGHT, JOANN  
KRAUS, ROBERT  
KRUGER, JOYCE  
LACEY, BETTY T.  
LADY, BOBBIE  
LAFFERTY, RUTH  
LAMPINEN, MARY RITA  
LANCASTER, ALICIA  
LARAWAY, OLGÁ  
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LEALAND, CLEODIS  
LESTER, Y. DIANE  
LINDER, RONALD T.

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MACK, WALTER K.  
MALCOLM, CLAIRE  
MARUSZAK, FRANK S.  
MCCONNELL, K. ROBERT  
MCCOY, GARY  
MCCRAE, BARBARA  
MCKENNA, JESSIE O.  
MEADOWS, HAROLD L.  
MEDLIN, PATRICIA  
MEYERS, BETSY B.  
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O'NEIL, KATHY W.  
OPALIO, LEONA A.  
OTTO, JOHN D.  
OWENS, CALLIE J.  
PALMER, JEFFREY L.  
PALMER, MARY F.  
PATRICK, VERNELLE  
PEARSALL, DONALD  
PEMBER, SHIRLEY  
PERKINS, LOIS  
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PILOTTA, NICHOLAS  
PLAGER, EDITH M.  
PRICE, JAMES  
RANDOLPH, JAMES A.  
REASNER, MARY ANN J.  
REES, DOROTHY E.  
RICHARDS, DOROTHY  
RIND, RUTH  
ROBERTS, FREDA M.  
ROBERTS, MARIE C.  
ROBERTSON, ELIZABETH  
ROGERS, CHRISTINE M.  
SANCA, SHERYL J.  
SANDERS, B. JEANETTE  
SANGEMINO, LOUIS  
SARGENT, DONALD  
SCHLACKMAN, HEDDY  
SEINKO, SUSAN L.  
SHAFER, MARGARET  
SMARDIN, TOBY  
SMITH, DENNIS  
SOUTHARD, MARION W.  
SOUZA, PAULA  
SPENCER, DOROTHY  
STETS, THOMAS

STIEFAUTER, DAVID L.  
STOCKER, CHERYL  
SULLIVAN, SHIRLEY  
SYRJALA, MARIE  
TATMAN, MARLA L.  
TAYLOR, MARY ELLEN  
TERRELL, DEAN  
TIDDENS, ARLENE  
TILLERY, DIANNE  
TINGLER, MARY L.  
TOLMIE, WILLIAM  
TOUGAS, PERRY  
TREWYN,, RAYMOND  
TRIPLETT, RUTH  
ULBRICHT, DONALD E.  
VAN REETH, JOSEPH  
VAUGHN, AUDREY  
VERK, JUNE  
WAGGONER, ROBERT  
WALSH, MARY ANN  
WARD, CATHERINE  
WARNE, NANCY J.  
WEBB, ARTHUR M.  
WHIDDEN, JOAN  
WHITE, BETTY  
WHITE, DIANE M.  
WIGEN, CHERYL. L.  
WILEY, DONALD  
WILLIAMS, PENELOPE  
WILLIAMS, REGINALD  
WILSON, KITTIE L.  
WITHROW, LINDA K.  
WOODRICK, STEPHEN L.  
WOOLFE, TERESA D.



THIS IS PBJC



PHOTO BY FERANY CORBATO



# We're the FIRST

When Palm Beach Junior College was started in 1933, it was an educational innovation born out of a spirit of generosity and community service.

During the height of the Great Depression, Palm Beach County's young people were faced with grim employment prospects at home, and no money to go away to college.

A handful of teachers at Palm Beach High School, concerned with the students' plight, began offering college-level courses during their free hours at the high school.

PBJC thus became **the first** of Florida's 28 public community colleges.

Throughout its 53-year history, PBJC has held onto its philosophy of educational innovation and excellence in response to community needs.



## FIRST IN UNIVERSITY-TRANSFER PROGRAMS

PBJC was the first to offer university transfer courses, the very same courses taken in the first two years at a university.

Unlike the universities, classes at PBJC are small and taught by teachers who emphasize teaching, rather than research. You may have classes with Watson B. Duncan, the 1985 National Teacher of the Year, or Dr. Richard Yinger, the 1985 Florida Association of Community Colleges Teacher of the Year, or any of the other fine, dedicated faculty members.

When you graduate from PBJC with an Associate in Arts Degree, you're guaranteed acceptance as a junior at any one of Florida's nine universities.

You may choose from among 75 degree offerings ranging from Accounting to Zoology.

# ... and you'll be FIRST with us



## FIRST IN VOCATIONAL TRAINING

PBJC has always been a leader in two-year, vocational/occupational training in the county.

The college was the first non-hospital institution in the area to offer nurses' training. Today, you may not only become an R.N. in two years, but you can also complete the first two years of a four-year degree in nursing or upgrade your skills from an LPN to an RN in a 10-month certificate program.



In 1962, PBJC established the first comprehensive dental health program of its kind in Florida. It remains the finest in the county and one of the best in the Southeast United States. In a fully-equipped laboratory/clinic, dental hygiene, dental tech, and dental assisting students get hands-on training to supplement their studies. Area dentists keep current and further hone their skills in the research clinic affiliated with the department.



Since the 1930's, PBJC has offered business courses and is now the largest and best-equipped business school in the county. In 1972, the college developed the first A.S. degree program in banking in the state, and in 1985, the department added accounting technology to its list of A.S. programs.

Other vocational business degrees offered are retail marketing, management, general business, legal assistant, postal service technology, and executive/legal/medical secretary.

PBJC also offers the only occupational therapy assistant degree in the state, and initiated the first surveying technology program in Florida.



## FIRST IN TECHNOLOGY

Palm Beach County is growing into a high technology center, and with this growth comes an increasing need for highly-skilled employees.

PBJC works closely with IBM, Motorola, Siemens, Mepco Electric, Pratt & Whitney, Solitron, and many other area high tech firms to determine their needs, not only for the present, but for the future as well.

In 1983 PBJC established the first computer-assisted drafting (CADAPPLE) Lab of its kind in the state. It is still the largest and best-equipped.

In the Fall 1986, the college began offering a new two-year degree in Electromechanical Technology -- the kind of training needed to set up and work on automated assembly lines.

In addition, computer science for both business and engineering is available at PBJC. In Fall 1983, the college added the ELDEC system, the lower division of engineering curriculum available on the computerized PLATO system. This was the first and only such system in Florida.

The Electronics Technology program teaches fiber optics and microwave transmission.



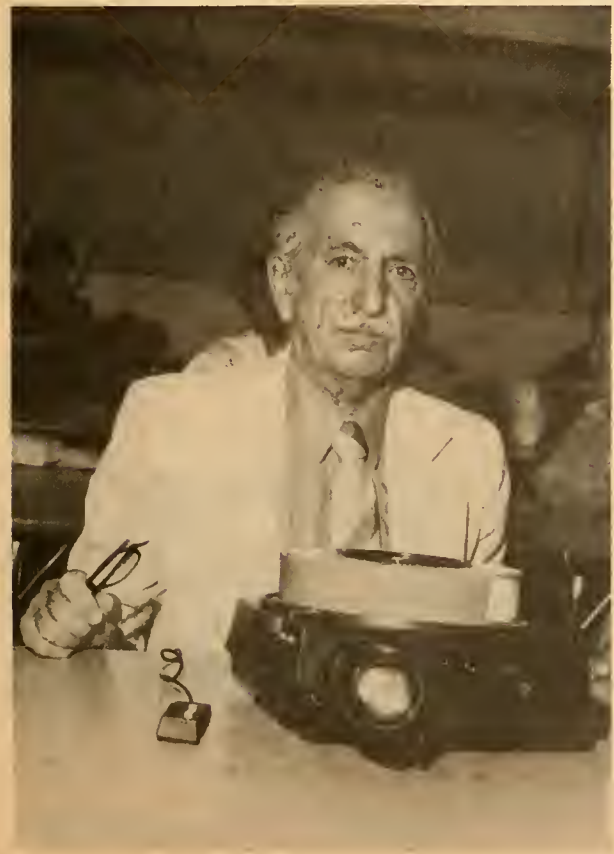
## FIRST IN LIFELONG LEARNING

The mission of the community college is to provide opportunities for learning to people of all ages.

Through its Division of Continuing Education, PBJC offers courses, programs and projects for people who need to update their job skills, want to learn new skills to make them better citizens, or who simply wish to enrich their lives by taking "fun" courses.

Probably the most exciting and unique aspect of the Continuing Education Division is the special projects.

PBJC was the first in the state (and possibly the nation) to offer the Institute of New Dimensions, a volunteer effort of senior citizens, by senior citizens and for senior citizens.



Likewise, the college pioneered the Center for Multicultural Affairs, an umbrella group of more than 35 different ethnic organizations in the county.

PBJC was the first community college in Florida to have an Institute of Governments, a group composed of mayors, council members and public officials from each of the county's 37 municipalities. The group works with the division in setting up training programs and seminars for government employees.

In addition, the Center for Continuing Education for Women (formerly the Women's Center) was established to provide services for women in transition. The Center offers information and referral services, individual counseling to assist women in career goals, and short courses, workshops, and seminars on subjects of particular interest to women.



## FIRST IN SPORTS

Around the state of Florida and the South, PBJC is recognized as a perennial powerhouse in intercollegiate athletics. In recent years, the college's six teams have racked up a record number of conference, state, and national championships:



**Women's tennis** — National champs in 1985 and 1980; national runners-up in 1983 and 1984; state champs in 1980, 1983, 1984, 1985; conference champs in 1980, 1983, 1984, and 1985.



**Men's tennis** — National runners-up in 1984 and 1985; state champs in 1984; conference champs in 1983, 1984, and 1985.



**Softball** — National champs in 1984 and 1985; conference champs in 1980, 1981, 1982, 1983, 1984, and 1985.

**Baseball** — State champs in 1984; state runners-up in 1985; conference champs in 1983, 1984, and 1985.

**Golf** — State champs in 1984 and 1985; conference champs in 1983, 1984, and 1985.



**Basketball** — State champs in 1978.

**Four campuses make the college accessible to most residents:**



Central Campus in Lake Worth



Glades Campus in Belle Glade



North Campus in Palm Beach Gardens



South Campus in Boca Raton



# History

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard (Mr. Watkins headed the college as Dean for 15 years,) the college moved to a 21-acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found its first permanent campus.

Two years later, Dr. Leonard retired, and the college came under the direction of Dr. Harold C. Manor. Under his leadership, an era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students when it moved into its permanent campus, to over 8,000 students during Fall and Winter Terms. The college continued and strengthened its excellent academic reputation, but at the same time developed many specialized, business, technical, professional and occupational courses designed to be completed in one or two years.

In 1965, students and faculty of Roosevelt Junior College, a public junior college for black students located in West Palm Beach, were integrated into Palm Beach Junior College.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

The early 70's saw the beginning of attendance centers at Belle Glade, Boca Raton, and in northern Palm Beach County. In June, 1976, groundbreaking for the first buildings at PBJC Glades took place. Classes began there in January, 1978.

In 1978, after 21 years of outstanding leadership, Dr. Manor, PBJC's second president, retired. Dr. Edward M. Eissey, a PBJC graduate, became its third president. The college now serves over 12,000 credit students in Fall and Winter Terms. The unduplicated student count for all courses, workshops and seminars has reached 36,000 per year.

Vigorous expansion of all facets of Continuing Education, including service to senior citizens, new and innovative educational programs, increased cooperation with business and industry, closer ties with cities of the district and with the county, unflagging zeal in pursuit of college objectives at both county and state levels are hallmarks of Dr. Eissey's administration.

On March 11, 1980, the citizens of the county voted by a wide margin to help the college solve problems of repair, renovation and equipment with a two-year half-mill levy after the state legislature had granted permission for the election.

In April, 1982, the college, in cooperation with the City of Belle Glade, the County, the state, and with private citizens,

opened the Dolly Hand Cultural Arts Center, the first public auditorium in the Glades area.

Groundbreaking for the first buildings for PBJC North on a 108-acre campus on PGA Boulevard took place in July, 1980, and first phase buildings were opened for use in June, 1982. Construction of additional facilities is underway there.

In the Fall Term, 1983, PBJC South began use of relocatable classroom buildings on a permanent site leased from Florida Atlantic University in Boca Raton.

The four campuses of Palm Beach Junior College are described more fully in the next major section: "Palm Beach Junior College District".

From its inception, the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the Division of Community Colleges for the State Department of Education were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.

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## PHILOSOPHY

Recognizing the ever increasing demand for postsecondary education at the college level, and being community centered, Palm Beach Junior College strives to provide the individual and various constituent components of the community with opportunities to pursue their educational goals, and training needs. Palm Beach Junior College is committed to providing an environment conducive to life-long learning, where individuals can attain knowledge and develop skills and attitudes which assist in achieving community and personal development to meet the needs of an ever changing society.

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## MISSION

- A. The College offers instruction and services through the following courses, programs and special activities:
  1. A university parallel program
  2. Programs of vocational studies
  3. Courses and special programs to upgrade present employment skills or to retrain for other fields
  4. A comprehensive community service program addressing special educational, cultural and economic needs
  5. A student services program including counseling, developmental experiences and other college sponsored activities
- B. The College seeks to develop in its students the following qualities:
  1. Self-discipline, social maturity and leadership
  2. Ethical and moral values and aesthetic appreciation
  3. Awareness of the importance of lifetime physical fitness
  4. Responsible citizenship
  5. Avocational interests

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## ACCREDITATION

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The College is an active member of the American Association of Community and Junior Colleges,



the Florida Association of Community Colleges, the Florida Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

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## EVENING CLASSES

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Evening classes at Palm Beach Junior College not only serve as an extension to the day program, but seek to meet the educational and cultural needs of the larger adult community. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 18 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

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## PBJC FOUNDATION, INC.

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The Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property and funds for scientific, educational, development and charitable purposes, all for the advancement of the Palm Beach Junior College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community.

The Foundation consists of many active volunteer committees, such as: President's Club; North, South, Glades Foundation; Planned Giving; Public Communications/Advertising; Alumni; Legislative; Performing Arts; and specialized fund raising.

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## SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

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Currently, sixteen colleges and universities in Palm Beach, Broward, Dade and Monroe Counties are included within the Southeast Florida Educational Consortium geographic area and twelve institutions are formal members. Approximately 160,000 students annually attend Consortium institutions at the undergraduate, graduate and doctoral levels.

Consortium leadership emphasizes, as a major goal, the continuing need for mutual cooperation among all segments of higher education in the region. Through the Consortium, the presidents of the public and private/independent colleges and universities address key issues concerning the future development of higher education in Florida in a cooperative and comprehensive manner, including the establishment of complementary agendas and system-wide statements of educational priorities. Consortium institutions share common aims and objectives to enhance the teaching-learning process among all members.

The Consortium links participating institutions in planning, maintaining, and evaluating cooperative efforts in academic

programs, student services, and administrative support services. The members actively participate in Consortium task force, committee and project activities. This participation includes Consortium efforts to assist students, faculty and administrators to facilitate academic preparation; academic programs; admissions/registration/records; audio-visual; career planning and placement; clinical facilities; cooperative education; equal opportunity/affirmative action; faculty exchange; financial aid; handicapped assistance; honors programs; institutional research; instructional computing; international affairs; libraries; public information; veterans affairs; and wellness/health. Committee interaction has contributed to an expanding cooperative spirit among the colleges and universities in southeast Florida.

The Consortium is governed by a Board of Directors who are the presidents of the educational institutions who fund the organization. An executive director manages the overall administrative activities of the Consortium, including annual projects and grant expenditures.

Florida International University, Broward Community College and Miami-Dade Community College are chapter members of the Southeast Florida Educational Consortium established in 1976. Nine additional institutions are currently members of the Consortium including Barry University, Florida Atlantic University, Florida Memorial College, International Fine Arts College, Miami Christian College, Nova University, Palm Beach Junior College, St. Thomas University and the University of Miami.

The Southeast Florida Educational Consortium executive office is located at 11011 S.W. 104 Street, Miami, Florida 33176, telephone 305-347-2600.

# Palm Beach Junior College District

The entire Palm Beach Junior College District, (Palm Beach County), is considered by the board of Trustees to be the campus of the college. Attendance Centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the college are at the Central Campus at Lake Worth.

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## PALM BEACH JUNIOR COLLEGE CENTRAL

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The Central Campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the city of Lake Worth.

Under development since 1956, the campus now consists of 25 buildings, (plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$11 million. Replacement value would be much higher.

Covered walkways connect all except three of the one, two and three-story classroom buildings. All programs are accessible to handicapped students.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

Satellite attendance centers are operated when needed at 14 different locations in the east-central part of the PBJC District.

Mailing address of the Central Campus is Palm Beach Junior



## **PALM BEACH JUNIOR COLLEGE GLADES**

Palm Beach Junior College Glades was established in 1972. It opened the doors of its new campus in the Winter Term, 1977-78.

Palm Beach Junior College Glades has two modern buildings on its 40-acre campus. Facilities include 12 classrooms, laboratories, a library-learning resources center, and administrative and faculty offices. All general education classes are taught on campus as well as a comprehensive business program for vocationally oriented students. A variety of workshops are opened to the community.

Inquiries specifically involving attendance at the Glades Campus should be addressed to:

Provost, Glades Campus  
Palm Beach Junior College  
1977 College Drive  
Belle Glade, Florida 33430  
Telephone: 305/996-3055  
West Palm Beach Telephone: 305/439-8160

The Dolly Hand Cultural Arts Center is a 500 seat theater located on the Palm Beach Junior College/Glades Campus. The theater is available for rent by individuals and organizations in the area for lectures, meetings and cultural performances. On an average, twice monthly performances are scheduled for the theater throughout the year for the Glades community.

Besides the monthly programs, the Dolly Hand Cultural Arts Center also offers a "theater for schools" from October through April. All students of the area are invited to attend special performances for a nominal fee.

## **PALM BEACH JUNIOR COLLEGE SOUTH**

Since the fall of 1972, Palm Beach Junior College and Florida Atlantic University have been working cooperatively to offer programs in South Palm Beach County. From modest beginnings in 1972, the South Campus curriculum now includes almost all college transfer programs, and a number of vocational/technical offerings, as well as continuing education and community service courses. Palm Beach Junior College-South is presently located on fifty acres within the F.A.U. campus. Administrative and faculty offices are located on this site and it is here that the majority of the South Campus' classes are conducted for its approximately 2,000 students.

Cooperative programs utilizing dual enrollment in Palm Beach Junior College and F.A.U. presently offer opportunities for a four-year baccalaureate degree on one campus. These include programs in science, data processing/engineering, business, mathematics, and others. Palm Beach Junior College offers the South Campus student a wide choice of curriculum and use of some of F.A.U.'s facilities, including the W.E. Wimberly Library.

A multi-phased master plan has been designed and approved for future South Campus development. Construction of the general classroom building is slated for the near future, and the remainder of the permanent facilities will follow.

## **PALM BEACH JUNIOR COLLEGE NORTH**

Palm Beach Junior College North is located at 3160 PGA

Boulevard, Palm Beach Gardens, Florida 33410.

A long-time dream became a reality in May 1982 with the full-time operation of the permanent PBJC North.

Located on 108 acres, PBJC North houses a diverse selection of credit courses, a continuing education department, CPI/MTS lab, and a cooperative education division, among other services. Courses are also held at Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens; Howell Watkins Jr. High School, 9480 MacArthur Boulevard, Palm Beach Gardens; and at other locations in the North Area.

PBJC North is designed to accommodate entry into a multi-campus system. Hours are from 7:30 a.m. until 9:00 p.m., Monday through Thursdays, and from 7:30 a.m. until 4:00 p.m. Fridays.

A full-time teaching staff offers most of the general education classes needed for graduation.

Students may complete many associate degree programs without attending the Central Campus; however, many students may take a mixed schedule of classes between PBJC Central and PBJC North.

The telephone number at PBJC North is 305/622-2440.

The Center for Personalized Instruction is a support service for all Palm Beach Junior College Students. The CPI provides a variety of learning resources, instructors, tutors, study groups, and computer-assisted instruction for many academic levels.

Beginning Fall 1985, the following courses will be offered on an independent study basis through the CPI.

COE2949	CO-OP Successful Employability Techniques	1 Credit
MAT1000	College Preparatory Mathematics	
MAT1024	Elementary Algebra	
REA1000	Introduction to Reading Skills	
REA1106	College Reading	3 Credits

A major component of the CPI is the Individualized Manpower Training System (IMTS). The IMTS Lab is a vocational program which offers academic assistance in English, mathematics and reading. It provides individualized instruction focused on each student's vocational goal. Supported by a federally-funded government grant, the IMTS Lab is open to any Palm Beach Junior College student or community member with a high school diploma or GED equivalency.

## **Student Affairs and Services**

It is the desire of Palm Beach Junior College to provide for the intellectual and cultural development of all students. Various provisions sanctioned and supported by our District Board of Trustees will enable students to plan and achieve acceptable goals.

One condition for enrollment at Palm Beach Junior College is that students will abide by all rules and policies of the institution.

Palm Beach Junior College officials, in particular the Vice President of Student Affairs and his staff, have the responsibility for interpreting policy. Efforts will be made by all to insure social, moral, cultural and intellectual development of students.

### **OFFICE OF STUDENT AFFAIRS**

The Vice President of Student Affairs and his staff members provide the leadership to enhance student learning. The services provided specifically include but are not necessarily limited to the following:

1. Admissions
2. Advising



3. Assemblies
4. Athletics
5. Career Center
6. Clubs and Organizations
7. Counseling
8. Financial Aid
9. Follow-up Services (mini-research)
10. Foreign Students
11. Health Services
12. Housing
13. Information
14. Insurance
15. Intramurals
16. Job Placement
17. Lost & Found
18. Orientation
19. Placement Tests
20. Publications (Students)
21. Recruitment
22. Registration
23. Student Handbook
24. Student Retention & Completion
25. Testing
26. Veteran Affairs

It is, therefore, the concerted effort of the Vice President of Student Affairs to see that coordination takes place for the above services at all campuses and centers for Palm Beach Junior College. It is the expressed belief of this office that all students can be helped.

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## ADMISSIONS

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The detailed discussion of Methods of Admission Procedures is in the next major section of the Bulletin: "General Regulation".

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## ACADEMIC ADVISEMENT

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Arrangements for academic advising will be made for all entering students who have declared a major field of study, by the various Department Chairpersons during orientation. Students who do not declare a major are academically advised by one of the student affairs counselors until a major is declared. At the appointed time, advice and information will be given to the student as to what subjects are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the advisor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major. Students bear the major responsibility for course selection.

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## ASSEMBLIES

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A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

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## ATHLETICS

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Palm Beach Junior College has achieved national recognition through inter-collegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, softball

and volleyball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association, largely determines policies and procedures by which the program operates. The Athletics Program provides for the highly skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

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## CAREER PLANNING

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A Career Center is located on the Central campus. This center provides students the opportunity to participate in various career search programs through which they may explore their interests, values and abilities, and obtain information on the world of work and career opportunities. Various workshops and seminars are offered each term.

Career counseling is offered on all four campuses by professional counselors who have a variety of resource materials for use in assisting the students.

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## CLUBS AND ORGANIZATIONS

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### Student Government

The Student Government Association (SGA) is designed to provide student self-government; to promote student involvement in community projects; to develop student working relationships with faculty, administration and fellow students; to allow students to function in a setting in which to acquire skills necessary for successful living in today's world and to offer students a basis upon which to work toward common objectives while maintaining individual initiative. All students are eligible to take part in the SGA by applying to serve on the SGA Executive Committee and by bringing ideas, suggestions and/or requests to the Executive Committee. The fifteen (15) member Executive Committee is selected each Fall. From its membership, committee members elect Chairman, Vice Chairman, Secretary and Treasurer. Additional students serve on a variety of college committees.

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## HONORARY ORGANIZATIONS

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**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior and community colleges, was instituted in 1943. Chapters were instituted on the other three campuses: Alpha Gamma Sigma in 1977, on the North Campus, Alpha Delta Iota in 1978 on South Campus, and Alpha Delta Nu in 1980 on the Glades Campus. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are selected from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of leadership. Members must maintain at least a "B" average. The society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interest of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the

Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

**SIGMA PHI ALPHA.** Alpha Phi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

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## SPECIAL INTEREST GROUPS

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interest in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be readily obtained from the Student Activities office.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

### SPECIAL INTEREST GROUPS

Alumni Association  
Amateur Radio Club  
Art Club  
Black Student Union  
Business Club  
Chess Club  
Creators Club  
Delta Epsilon Chi  
Early Childhood Club  
Foreign Language Club  
Forensics  
Hospitality Unlimited  
Institute of Electrical and Electronic Engineers  
LeCouture  
Occupational Therapy Assistant  
Political Union  
Religious Groups  
Sales and Marketing Club  
Science Club  
Student American Dental Hygiene Association  
Student Education Association  
Students for International Understanding  
Student Contractors and Builders Association  
Student Nurses Association  
Young Democrats  
Young Republicans  
Veterans Association

### MUSIC ORGANIZATIONS

Brass Ensemble  
Concert Band  
Concert Choir  
Concert Orchestra  
Guitar Ensemble  
Jazz Ensemble  
Music Theater Guild  
Pacesetters  
Percussion Ensemble

String Ensemble  
Student Music Educator's National Conference  
Woodwind Ensemble

### SERVICE CLUBS

Circle K  
Civitan-Civinettes  
Collegiate Jaycees

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## EVENING COUNSELING SERVICE

Members of the student affairs counseling staff are on duty on all four campuses during evening hours to provide counseling, academic advising, career, college/university, and financial aid information. Provision is also made for various tests to be taken during evening hours.

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## FINANCIAL AID

Financial aid, consisting of scholarships, grants, loans and student assistantships is available to assist deserving and qualified students to attend Palm Beach Junior College. Nearly all aid is given on the basis of need determined through financial analysis done by ACT, CSS, and PELL. (Forms for these are available at the Financial Aids Office.)

Application and completed financial analysis must be on file in the Office of Financial Aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Junior College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Application for financial aid should be submitted as soon as possible after January 1. Application will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

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## STANDARDS OF PROGRESS FOR STUDENTS RECEIVING PELL, SEOG, WORKSTUDY, STUDENT LOANS

In accordance with Federal Regulations, students participating in any of the Federal Financial Aid Programs offered through Palm Beach Junior College will be subject to the following Standards of Academic Progress. These Standards shall also apply to State Aid Programs and shall be effective as of the 1984 Fall Semester for all financial aid recipients, including those who received assistance prior to August 1984.

To be considered to be making Satisfactory Academic Progress the student must maintain the following minimum standards:

Sem.	Hours Attempted	Grade Pt. Average
	1 - 14	1.4
	15 - 27	1.6
	28 - 45	1.8
	46 and over	2.0

In addition to Grade Point Average, the student must successfully complete the number of academic credits per semester as indicated below:

- A full-time student or one who enrolls in 12 or more academic credits during a semester must earn at least 8 of those credits.
- A three-quarter time student or one who enrolls in 9 to 11 credits during a semester must earn at least 6 of those credits.
- A half-time student or one who enrolls in 6 to 8 academic credits during a semester must earn at least 4 of those credits.



Full-time students shall be eligible to receive Financial Aid for a maximum of eight (8) academic semesters. Part-time students eligibility time-frame shall be in direct proportion to that of full-time students.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress shall be placed on Financial Aid Academic Probation for one semester, during which time they will continue to be eligible for Financial Aid.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress by the end of their Financial Aid Probation period shall be placed on Financial Aid Suspension. A student on Financial Aid Suspension is not eligible to receive Financial Aid until such time as the suspension is lifted and the student is reinstated.

Students who have been suspended from receiving Financial Aid may have their eligibility reinstated in one of the following ways:

- a. through an appeal procedure
- b. by meeting the Standards of Academic Progress through enrolling in courses at the college without the benefit of Financial Aid.

A student under Financial Aid Suspension may appeal suspension by submitting a written statement to the Financial Aid Director. The Financial Aid Director will review the appeal and determine whether there are mitigating circumstances that might justify lifting the suspension. If the Financial Aid Director denies the appeal, the student may further appeal by submitting a written statement to the Financial Aid Committee requesting a review of the case.

If the suspension is lifted, the student's status reverts to Financial Aid Probation for an additional semester. Following this second probationary period, the student shall not be eligible for further Financial Aid until such time as the Standards of Academic Progress are satisfactorily met.

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## SCHOLARSHIPS AND GRANTS

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Many scholarships and grants are available to needy students for college, state and federal funds and through the generosity of local individuals and organizations. While most are awarded on the basis of need, some are granted for special talents and academic achievement.

Students seeking athletics grants should contact the Director of Athletics.

Music grants are awarded on the basis of auditions administered by the Music Department

**PRESIDENT'S SCHOLAR AWARDS.** President Scholar Awards are scholarships given to Palm Beach County high school graduates in recognition of outstanding performance as evidenced by their being ranked in the top five percent and having a 3.5 grade point average in their graduated class. The names of high school students who are ranked in the top five percent and have 3.5 grade point average are requested from each school principal. (Participating high schools have to meet accreditation criteria required by PBJC).

**PELL GRANT.** A federally sponsored program of aid is available for full-time and part-time students (minimum 6 hours enrollment). The amount of award based on family income is determined by a contractor of the Federal Office of Education.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS.** A federally sponsored program provides a minimum \$200 for especially needy students.

**FLORIDA STUDENT ASSISTANCE GRANT.** Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

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## LOANS

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While unnecessary borrowing is not encouraged if other

forms of aid are available, it has become an acceptable means of investing in a person's future.

**EMERGENCY LOANS.** A loan fund has been established to permit a student from \$10 to \$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registration fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. a 2% service charge is made for these loans.

**GUARANTEED STUDENT LOANS.** Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Applications and financial statement must be submitted to the college to review and then submitted to the lending agency by the student. Nine percent simple interest begins after the student leaves college and repayment may be made over a ten year period.

**PARENT LOANS (PLUS, ALAS).** A federally sponsored program, enables parents to borrow up to \$3,000.00 per academic year for dependent undergraduate students. Independent undergraduates may borrow up to \$2,000.00 per academic year. The current interest rate for a parent loan is 12%, but can fluctuate depending on the 12-month treasury bill average.

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## STUDENT EMPLOYMENT

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**COLLEGE WORK STUDY PROGRAM.** Through Federal assistance, campus employment is available to students with demonstrated need. Students approved for this program can work several hours a week while school is in session.

**FLORIDA CAREER WORK EXPERIENCE PROGRAM.** Funded by the State of Florida, this program provides part-time employment in positions which are educationally related to each student's declared major area of study.

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify under the Federal Work Study Program, or Work Experience.

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## GRADUATING SOPHOMORE SCHOLARSHIPS

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Between 26 and 30 scholarships, varying from \$100 and \$2,000, are available at the end of the winter term for graduates of Palm Beach Junior College going on to Upper Division. While a 3.0 average is required in most cases, need is a primary factor.

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## STATE VOCATIONAL REHABILITATION SCHOLARSHIPS

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The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance to those persons who are physically handicapped. Applicants should contact the Office of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach, telephone 833-7455.

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## INTERNATIONAL STUDENTS

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Special services are provided for international students through the counseling staff.

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## HEALTH SERVICES

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The following services are available in the clinic on the



Central Campus:

- Health Counseling by appointment
- First Aid treatment - limited medication
- Student Accident Insurance applications and claims forms
- Physical Education Medical Waiyers
- Student Affairs personnel provide limited health services on other campuses

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Affairs Office.

**HOUSING**

A list of available housing, of landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Affairs Department. Students and parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. The college has no dormitory facilities and has no repsonsibility for agreements between landlords and students.

Students without cars, especially international students, should finalize housing arrangements at least one month before date of registering.

**INFORMATION**

A general information station is located in the Registrar's office.

**INSURANCE**

It is suggested that entering students consider applying for entering insurance while enrolled at PBJC, inasmuch as the college assumes no responsibility should an accident occur. Envelopes and information may be obtained in the Health Clinic (Central) or Student Affairs office. Enrollment period limited to 20 days after first day of classes each semester.

**INTRAMURAL AND RECREATIONAL ACTIVITIES**

Intramural and Recreational activities are sponsored by the Department of Physical Education with the assistance of the Student Intramural and Recreational Board. These activities are open to all students.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating at a particular contest.

The Intramural and Recreation Board maintains an active membership in the National Intramural and Recreational Sports Association.

**JOB PLACEMENT**

Placement Services offered through the Career Center and Job Placement Office include listing by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job openings are posted in the Career Center and departmental bulletin boards. The academic department personnel also assist in placement.

**LOST AND FOUND**

An effort is made to obtain lost and found items. Individual owners are notified if possible. Lost articles may be claimed at the Security Office.

**PLACEMENT TESTS**

See Placement Tests under Admission Procedures.

**PUBLICATION (STUDENT)**

**THE BEACHCOMER.** The Beachcomer, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomer has earned many state and national awards in recent years.

**ORIENTATION**

Days are designated for an Orientation program at the beginning of each term. A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life. All new students to the college are expected to participate.

**READING IMPROVEMENT SERVICES**

Reading Improvement Services include two courses in reading improvement REA 1000 (College Preparatory) and REA 1106 and supervised laboratory study in reading skills for any currently enrolled student.

**RECRUITMENT**

The recruitment effort involves a large number of college staff members and students, and is a continuous process. The college employs a counselor/recruiter who coordinates many of the recruitment activities.

**REGISTRATIONS**

Registration is done by computers prior to each session. Specific information is provided and coordinated by the Registrar's office.

**STUDENT HANDBOOK**

All regulations and policies pertaining to student conduct are listed in the Student Handbook, which is issued to all students during registration periods throughout each term. Copies are available in the Student Activities Office.

**STUDENT RETENTION AND COMPLETION**

Information about student retention and completion in each of the academic programs is available to students in the Registrar's Office, Student Affairs Office, Career Information and Study Center, and department chairpersons' office. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information as outlined in the Notice of Proposed Rule Making, published in the Federal Register of April 8, 1977 on page 18749, paragraph 178.5 (f), (g), (h).

## COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered three times each year and must be taken during the student's last term prior to graduation or transfer. All students completing Associate In Arts Degree programs and students completing Associate In Science Degree programs and are seeking admission to upper division programs in State Universities in Florida, as well as University students who are completing their sophomore year must take this test. Students who do not take and pass this test will not be awarded the Associate in Arts Degree. Admission to a State University may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to State Universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education:

	Reading	Writing	Computation	Essay
Aug. 1, 1984 to July 31, 1986	260	265	260	4
Aug. 1, 1986 to July 31, 1989	270	270	275	4
Aug. 1, 1989 and thereafter	295	295	295	5

## TESTING

The Testing Center located on the Central campus provides a location for students to participate in various testing programs and a test scoring service to faculty. A variety of national and state exams such as the CLEP, ACT, STA, Dental Technician test, COPA test, CLAST and State Teachers Exams are administered. Application and information for these and other tests are available.

Test services can be obtained on the other campuses through the counseling personnel.

## VETERANS AFFAIRS

The college is State approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veteran's training laws should apply to the Veterans Section of the Registrar's office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just as other students, the exception are pre-certified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student training under Chapter 31, 32, 34, or 35, Title 38 United States Code may receive one deferment per year to pay his fees by completing the appropriate forms at the Veterans Section of the Registrar's Office and taking them to the Cashier's Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who have failed to pay fees. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as fol-

lows:

Time	Regular Term	Six Week Term
Full	12 or more hrs.	Depends on
3/4	9-11 sem. hrs.	Specific
1/2	6-8 sem. hrs.	Courses
Fees Only	1-5 sem. hrs.	

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

### STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Junior College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration Regulations:

(1) Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course, and record of enrollment in subjects from which there was a withdrawal.

(2) Complete academic records are maintained of previous college level academic training and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.

(3) A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this catalog.

(4) Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is not:

- 1.4 or better for 1 through 14 semester hours attempted
- 1.6 or better for 15 through 27 semester hours attempted
- 1.8 or better for 28 through 45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Quality points are assigned as follows:

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- F — 0 quality point per credit hour
- W — withdrew
- WX — dropped by instructor
- I — Incomplete - changes to "f" under conditions of the grading policy

The scholastic standing of a student is determined by the ratio of the total number of quality points to the total number of hours attempted; ie; QP divided by Hrs. attempted equal GPA.

(5) If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.

(6) Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

The coordinator of Veterans Affairs is located in the Registrar's office, Tel. 439-8108 or 439-8109.



## GENERAL REGULATIONS



PHOTO BY FERANY CORBATO



# Methods of Admissions

## CERTIFICATE OF GRADUATION

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admission Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

## STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education, which is an official testing center for the State Department of Education.

Students 18 years of age, or older, who do not possess a high school diploma or GED, may be admitted as a special student. Upon completion of the first twelve (12) semester hours, if at least 2.0 cumulative grade point average is attained, the student shall be admitted to A.S. degree or certificate programs that do not require a high school diploma or GED.

If the General Educational Department Tests are taken in any language other than English, the applicant must show proof of proficiency in the English language.

## ADMISSION POLICIES

Palm Beach Junior College does not discriminate on the basis of race, color, ethnic status, national origin, sex, or handicapped status in admissions, educational programs, or other college programs and practices.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of a narcotic drug, or for campus disruptions.

## DUAL ENROLLMENT

Exceptionally well qualified Palm Beach County high school seniors who have earned a minimum of 10 credits above grade nine with a "C" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially

high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met.

Students who are dual enrolled will not be permitted to participate in College activities.

## EARLY ADMISSIONS

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

## ADVANCED PLACEMENT

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a statewide agreement.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded a maximum of forty-five (45) semester hours of credit. Twenty-one (21) hours may be earned through the following general examinations: **Natural Sciences, Mathematics, Humanities, and Social Sciences and History**. Additional credits may be earned through various subject examinations.

Effective August 1, 1983, Palm Beach Junior College no longer gives credit for English through the CLEP general examination in English Composition or the English Composition with Essay.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he expects to transfer and determine the acceptability of this credit.

## DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, where available, special credit courses examinations by paying the current matriculation fee. This fee is not refundable. Any credit earned will be reported to the student but will not be credited until after the student has registered. If the student drops during the first five days of the semester, the credit will not be granted.

## MILITARY SERVICE CREDITS

Palm Beach Junior College grants credit for United States Armed Forces Institute (USAFI) College Level Examination Program (CLEP). Credit is not granted for USAFI high school



or college level General Education Development Tests. However, students may use the USAFI GED for admission.

Palm Beach Junior College grants no credit for military service, military schools or for USAFI courses.

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## TRANSFER STUDENTS

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A student is classified as a transfer student if he has previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the Registrar's Office from each college or university attended.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
3. Transfer students enrolling in either the Spring or Summer Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
4. Students transferring from an institution of higher learning which is not accredited by the Association of that area, but has candidacy status, are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.
5. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. Out-of-state transfer students must have a cumulative GPA of 2.0 or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements. "D" grades cannot be used in Areas I and II of General Education requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admission Committee.

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## TRANSIENT STUDENTS

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Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for the Spring or Summer Term should complete Palm Beach Junior College Application for Admission Forms, or if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

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## INTERNATIONAL STUDENTS

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Palm Beach Junior College is authorized under Federal law to enroll nonimmigrant alien students. The college welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions

procedures. Additional requirements for international students are:

1. Applications must be made at least three months prior to the term in which a student plans to enroll if student wishes an I-20 (student visa) form.
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to U.S. high school graduation.
3. International applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to Admissions at PBJC. Successful completion of level 108 or higher at an American institute of higher learning language center or an adequate score on the M.T.E.L. (Michigan Test) may be accepted in lieu of the Test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. Inquiries regarding sponsors should be directed to the International Student Advisor four to six months prior to the expected date of enrollment.
5. International students must be full-time day students while enrolled at Palm Beach Junior College and are expected to complete the two-year program in two years.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to international students. Limited funds for emergencies are sometimes made available by local community organizations through the International Student Advisor's Office.

Applicants will be notified by the Admissions Office of their acceptance and will be provided with Form I-20 as required by the United States Immigration Service.

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## NONDISCRIMINATORY POLICY

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Palm Beach Junior College does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicapped status in admissions, educational programs, or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Applicants who are initially denied admission may appeal to the Admission Appeals Committee, chaired by the Vice President of Student Affairs.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for campus disruption.

The EQUITY COORDINATOR of the College appointed in pursuant to the Florida Equity Act is Joseph Schneider, Director of Personnel.

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## RELEASE OF TRANSCRIPTS

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In being admitted to the College, the student authorizes the College to release transcripts to governmental and educational agencies as might be appropriate.



# Admission Procedures

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

## 1. ADMISSION FORMS

Complete the application form in detail, have the residence affidavit notarized (page 4 of application form), and forward completed application to the Admissions Office.

## 2. TRANSCRIPTS

Send the transcript form to the high school last attended and request that your transcript be sent immediately to Admissions, Palm Beach Junior College.

If you have attended college elsewhere, you must submit official transcripts from all colleges attended, rather than the high school transcript. Please send transcripts directly to the PBJC ADMISSIONS Office. All previous work attempted will be used in computing cumulative grade point average.

## 3. STUDENT AFFAIRS HEALTH SERVICES FORM

The College strongly recommends that all credit and non-credit, part-time and full-time students under 35 years of age who have not had measles (rubeola) or were immunized for measles before 1965, obtain a measles immunization prior to attending PBJC.

## 4. PLACEMENT TESTS

All first-time-in-college degree-seeking freshmen are required to take the ACT (American College Testing Program) and have their scores reported to PBJC.

Results of this test are used in the academic advising process to help place students into proper levels of English, Mathematics and Reading courses and are not otherwise used for admission to the college. Students are to register in courses as indicated by the test results. The ACT test is offered five times a year on National test dates in October, December, February, April and June.

Residual testing on specifically scheduled dates is available for those not taking the ACT on National test dates. Notification of residual test dates and times will be included in the acceptance letter.

**Transfer Students** from accredited colleges who have completed their English and mathematics requirements prior to entering Palm Beach Junior College are not required to complete the ACT Test.

## 5. ACCEPTANCE OF STUDENTS

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of its action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

## 6. NON-DEGREE FORMS

The non-degree form may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree form shall not be used with degree seeking or certificate seeking students or with students seeking any type of financial aid (Social Security, Veteran benefits, Federal grant, scholarships, etc.) and it shall not be used in lieu of a high school transcript.

## 7. GED APPLICANTS

Prospective students who have not received their GED scores may be accepted conditionally by providing written proof, at or prior to the time of registration, of having taken the GED. Students shall not be allowed to register for credit

courses until they have shown written proof of having taken the test.

## ADMINISTRATIVE DIRECTIVE ON ENTRY-LEVEL TESTING

In the spring of 1979, the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of college education in Florida. The two goals of the bill were: 1. To assure that students entering their freshman year are correctly placed so that they can acquire essential college-level communications and computational skills. 2. To assure that students entering the junior year have acquired those communications and computational skills essential to success in upper division programs.

As a consequence, all first-time-in-college degree-seeking students must present scores from either the SAT or ACT. As shown on the following chart, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into a college-preparatory course will be allowed three attempts to complete the course.

Students who test into the college-preparatory program shall begin taking college-preparatory courses during their first 12 semester hours of credit course work at the college.

Each advisor will use this information for placement of a student in mathematics, English or reading classes.

1. Beginning the Fall Term 1982, the American College Test (ACT) shall be the preferred test used in the initial placement of students in mathematics, English and reading courses. Scores on the scholastic aptitude test (SAT) will be accepted.
2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. A student may not take a mathematics or English course which is higher than the level that is indicated by the placement test results.
4. College preparatory courses in mathematics, English and reading shall be graded P-N and will be 6 contact hours per week.
5. The entry-level test cutoff scores for college prep courses have been changed this spring. These come to us from the Commissioner's office and the State Board of Education and are to be in effect Fall 1985. In addition to the cutoff scores for college prep, course scores for advising into other courses have been identified.
6. The cut-off scores for the ACT/SAT for mathematics, English and reading courses shall be those given in the following table:

### ACT/SAT SCORES FOR SPECIFIC COURSES

REA 1000 Introduction to Reading Skills	
ACT 0-13	SAT 0-339
ENC 1000 English (College Preparatory)	
ACT 0-13	SAT 0-29
ENC 1101 Freshman Communications I	
ACT 14 and above	SAT 30 and above
ENC 1102 Freshman Communications II	
Completion of ENC 1101 with grade "C" or better	
ENC 2301 Honors English	
ACT 23 and above	SAT 49 and above
MAT 1000 Mathematics (College Preparatory)	
ACT 0-12	SAT 0-399
MAT 1024 Elementary Algebra	
ACT 13-up, or completion of MAT 1000 with a grade of "P"	



MGF 1120 General Ed. Mathematics I  
MGF 1121 General Ed. Mathematics II  
MAT 1033 Intermediate Algebra

ACT 13-19 SAT 400-449  
AND one year of high school algebra, OR  
completion of MAT 1024 with grade of "P"

MAC 1104 College Algebra  
STA 2014 Statistics

ACT 20 and above SAT 450 and above

MAC 1114 Trigonometry  
MAC 2233 Survey of Calculus

ACT 23 and above SAT 480 and above

MAC 2311 Calculus & Analytic Geometry I

ACT 27 and above SAT 540 and above

7. Prospective students should take the ACT on one of the five national test dates established by the ACT Corporation. Applications may be secured from any high school guidance office or the Palm Beach Junior College Testing Center.

It takes approximately five (5) weeks to receive scores from a national test date. Students who cannot meet deadline dates for national testing may take the ACT on the Palm Beach Junior College Campus on specific dates, prior to each registration period. Please contact Testing Center for dates and times. The student will bear the cost of the test.

8. College Preparatory courses (ENC 1000, MAT 1000). These courses, if assigned through placement testing, must be completed in **addition** to all course requirements in the program you choose. Reading may also be required.

## SPECIALIZED PROGRAMS

All students must complete the five steps listed under Admission Procedures. Additional requirements for certain specialized programs are listed below. Requirements must be completed **BEFORE** admission to college.

### PARAMEDIC TRAINING SELECTION GUIDELINES

In order to most efficiently and effectively provide the citizens of Palm Beach County with professionally trained and qualified Paramedics, Palm Beach Junior College, in concert with its Emergency Medical Advisory Council, has set the following priorities for enrollment into EMS2234 Emergency Medical Technology — Paramedic I.

1. The ACT or SAT test must be taken prior to being considered for selection into the program.
2. The applicant must score at least 14 (composite) on the ACT or 800 on the SAT **and** not place in the college preparatory mathematics, English and/or reading.
3. If the applicant scores below 14 (composite) on the ACT or 800 on the SAT or places in the college preparatory areas of mathematics, English and/or reading, the college preparatory areas must be successfully completed prior to selection into the program. The applicant must then re-take the ACT or SAT to score 14 (composite) on the ACT or 800 on the SAT, or higher.
4. If the Applicant scores below 14 on the ACT or 800 on the SAT, the applicant may still be considered for selection into the program, if he/she has 24 semester hours of college credit with a 2.0 average. In this 24 hours of college credit, there must be six (6) semester hours of natural science with a "C" or better.
5. The applicant must currently be a Florida State Certified EMT.
6. The applicant must have one year's experience as an active EMT prior to admission to the class.

7. Applicants must complete a physical examination form, if they do not have one on file with their employer. The physical examination form must be less than one year old. If the physical examination form is on file with the employer, a copy must be submitted with application to the paramedic program.

### COURSE ENROLLMENT REQUIREMENTS

Personnel selected for enrollment in the Paramedic class must:

1. Be a resident of the state of Florida.
2. Be free of habituating agents.
3. Be able to lift 100 pounds
4. Furnish medical evidence prior to final class selection that their physical condition allows them to satisfactorily perform paramedical competencies.\*
5. Furnish liability and accident insurance.
6. Have use of a stethoscope and B.P. cuff.

At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.

\*Persons employed in agencies requiring a physical exam may use their employment physical. Persons without an employment physical must have a licensed physician complete the College's Medical Examination form.

### PALM BEACH JUNIOR COLLEGE NURSING ADMISSION POLICIES

Applicants for the Associate in Science Degree Program in Nursing must provide the following documents directly to the PBJC Admissions Office by March 7th in order to be considered for selection.

- I. APPLICATION:  
A completed PBJC Nursing Program Application
- II. TRANSCRIPTS:
  - A. Request your high school to mail your transcript to the Admissions Office. If you are not graduating until June, request a **partial** transcript **including** one complete semester of your senior year **and** send in class to be sent in February.
  - B. Applicants with previous college work must also request **each** college attended to send an official transcript to the Admissions Office.
  - C. An official transcript documenting that you are currently enrolled in, or have completed, high school chemistry of PBJC's CHM 1015 or its equivalent within 5 years prior to March 7th with an earned grade of "C" or above.
- III. MEDICAL EXAMINATION:  
A completed medical examination form from within one year prior to March 7th. The form **must** indicate immunization dates within the last **ten** years.
- IV. ACT TEST:
  - A. A minimum standard composite score of 14 is required on the A.C.T.
  - B. If subsections of the ACT test indicate the need for remedial course work in English or Math, this must be successfully completed prior to selection.
  - C. ACT score less than 14 may be accepted if the applicant has:
    1. Completed 24 sem. hrs. of college work (not counting remedial courses).
    2. Successfully completed any remediation as in "B" above.
    3. Completed at least 6 sem. hrs. of Natural Science with grades of "C" or better.
    4. A college cumulative GPA of at least 2.0.
  - D. ACT score may not be required if the applicant has:
    1. Completed requirements 1 through 4 of item IV, C above **and**

2. Completed Freshman Communications I with at least a "C" grade.
3. Completed college preparatory math (MAT 1000) or the nursing math, MGF 1120K (Ratio and Proportion).

#### V. CUMULATIVE GRADE POINT AVERAGE (GPA):

Must be at least 2.0 in **ALL** previous college work attempted. Selection will be based on the following criteria:

1. ACT test score.
2. Chemistry grade.
3. Cumulative Grade Point Average.

College GPA will be used if twelve or more semester hours have been attempted.

Florida citizens will have priority in the selection process.

ALL of the above requirements **must** be complete before an application can be considered.

Both men and women are eligible to apply, regardless of marital status or age. Students must **also** have a high school diploma from an accredited institution or a State high school equivalency diploma in order to be eligible to take the Florida licensing (Board) exam.

Applicants whose records are not complete by March 7th may be considered **only** if vacancies become available prior to the beginning of the Fall Term. Applicants not accepted by the Fall Term must re-apply prior to the following March 7th if they wish to be considered for the subsequent class. There is **no** "waiting list". Each class is selected from the new applicant pool available by March 7th of each year.

A student will be withdrawn from the Nursing Program if more than one academic failure in a Nursing course or courses is received, or if the student withdraws failing more than two times from nursing courses.

A student wishing to be re-admitted to the Nursing Program after any type of withdrawal must make re-application by March 7th.

Students may challenge the Nursing courses if previous experience and academic preparation warrants. Challenge exams must be arranged through the Department Chairperson.

It is strongly recommended that students take Anatomy and Physiology before entering the program.

#### TEN MONTH TRANSITIONAL PROGRAM — LPN TO RN

The transitional student may enter the nursing program any semester in which he/she qualifies.

##### Minimum Requirements for Admission:

1. Be a Licensed Practical Nurse.
2. Have at least a 2.0 average on all college work.
3. Have at least a "C" in Anatomy and Physiology, Microbiology and Chemistry (must be within five years).
4. Have passed the challenge examinations in (a) Nursing Concepts; (b) Nursing Process I.
5. Have completed the following courses:

	Credits
APB 1190 Anatomy and Physiology I	2
APB 1190L Anatomy and Physiology I Laboratory	1
APB 1191 Anatomy and Physiology II	2
APB 1191L Anatomy and Physiology II Laboratory	1
APB 1170 Microbiology	2
APB 1170L Microbiology Laboratory	1
CHM 1015 Principles of Chemistry (will accept if has been within 5 years in high school)	3
ENC 1101 Freshman Communications I	3
ENC 1102 Freshman Communications II	3
NUE 2000** Introduction to Professional Nursing	1
PSY 2012 General Psychology	3
DIE 1201* Nutrition-Health and Disease	3

NUR 2130* Human Growth and Development	2
MGF1120K** Ratio and Proportion for Nurses	1
PE (2) Physical Education (if under 35 years of age)	2

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6. Students will need to have accident insurance of some type.
7. Students will need to have physical examinations.
8. Students must have current CPR Certification.
9. Students must have had a minimum of six (6) months full-time work experience in acute care setting within the last five (5) years.

Credit as listed below will be given when the applicant has passed each of the challenge exams with at least a "C" grade:

NUR 1023 Nursing Concepts	6 credits
NUR 1210C Medical Surgical Nursing I	6 credits
	12 credits

The fee for challenge exams is the current matriculation fee.

\*May be challenged - must do so before time to sign up for class.

\*\*May be challenged, providing mathematics is no problem - study guides available in the Nursing office. Mathematics requirement must be met before selection.

\*\*\*Must be taken as a prerequisite course or concurrently with the first nursing course (Fall and Winter Terms only), or have graduated from the LPN Program within the last five years.

#### DENTAL HEALTH SERVICES

For the purpose of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Services students.

#### DENTAL HYGIENE

The following requirements must be met for admission to the program:

1. Proof of Florida residency for at least one year prior to registration date.
2. A completed Dental Hygiene application form.
3. Completed medical and dental examination forms (these must not be more than one year old at the start of the fall term in which the applicant is to be admitted).
4. All official high school and college transcripts. Cumulative GPA on all college and high school transcripts must be 2.0 or better.
5. An ACT composite test score of 14 or better.
  - a. If test scores are such that college preparatory work is required in English, reading or math, this work must be successfully completed prior to selection.
  - b. ACT score of less than 14 will be accepted if applicant has successfully completed 24 semester hours of college work, with at least a 2.0 GPA.
  - c. ACT score may be waived if the applicant has a college degree, A.S./A.A. or higher, from a regionally accredited institution.
6. Successful completion (with grade of "C" or better) of at least 6 semester hours of college-level courses in any combination of the following required natural science courses: Anatomy and Physiology (with labs), Microbiology (with lab), or Chemistry.

Official records of all of the above must be filed in the Admissions Office of Palm Beach Junior College by the close of the first business day following March 15.



The Dental Hygiene program is designed to accept 40 students into the Fall Semester freshman class. If less than that number of individuals have filed an application and met all stated requirements by March 15, the deadline may be extended to allow additional students to apply. If more than 40 have met the criteria by that date, the following preference will be given, in the order listed, until the Fall freshman class is established:

1. Students who have completed a formal dental assisting program from an ADA accredited institution with a GPA of 2.0 or better.
2. Students who have completed (with grades of "C" or better) 12 semester hours of the required natural sciences (Anatomy and Physiology, Microbiology, and Chemistry).
3. Students who have completed 6-12 semester hours of required natural sciences with grades of "C" or better.
4. Students who have completed any of the following general education requirements with a grade of "C" or better:

ENC 1101,	
1102	Freshman Communications I & II
HUN 1201	Elements of Nutrition
MGF 1120	General Education Mathematics I
POS 1001	Introduction to Political Science
PSY 2012	General Psychology
SPC 1600	Fundamentals of Speech
SYG 2000	Introduction to Sociology

The more courses successfully completed in this category, the higher the ranking.

If there are students with equal qualifications in any of the above categories, students with the higher GPA will receive a higher ranking.

#### **DENTAL ASSISTING**

Applicants must (1) have a medical and dental examination, results of which are recorded on a form furnished by the College; (2) have a personal interview with a staff member of the Dental Assisting Program.

#### **DENTAL LABORATORY TECHNOLOGY**

Applicants must (1) take the aptitude test as scheduled by the PBJC Dental Health Center; (2) have a personal interview with a staff member of the Dental Laboratory Technology Program.

#### **READMISSION PROCEDURES TO DENTAL HEALTH PROGRAMS**

Should a Dental Hygiene or Assisting student voluntarily withdraw before completion, or fail to meet course requirements and decide to return, it will be necessary to:

1. Reapply as a new student.
2. All student application records must be updated to be considered for the new class.

#### **OCCUPATIONAL THERAPY ASSISTANT**

Applicants must be (1) a high school graduate; (2) if the applicant has college work, then he/she must have a "C" average on all work attempted.

#### **INTERNATIONAL EDUCATION ACCEPTANCE GUIDELINES FOR LIMITED ACCESS PROGRAMS**

The policy for the consideration of admission of international students into the limited access programs is as follows. The student will have:

1. at least a 500 on the TOEFL or at least a 70 on the Michigan English Language Proficiency Exam;
2. the equivalent to a high school diploma;
3. successfully completed with a "C" or better all the course prerequisites for selection prior to

entry into the major field of interest;

4. completed all of the diagnostic entrance exams required or 24 college semester hours with at least a 2.0 CGPA. These hours will include at least two natural sciences with grades of "C" or better;
5. submitted their applications directly to the Registrar's Office; and
6. completed all of the application materials prior to the deadline date as set forth by the Registrar's Office.

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## **REACTIVATED STUDENTS**

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A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

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## **DUAL COLLEGE ENROLLMENT**

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A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted in Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

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## **HANDICAPPED STUDENTS**

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Palm Beach Junior College is making efforts to comply with all laws and regulations applicable to qualified handicapped individuals as required in Section 504 of the Rehabilitation Act of 1973.

College personnel are aware of the kinds of problems handicapped students face and are anxious to help solve them.

A common effort has been undertaken to make College facilities and service available and useful to students with physical and other types of disabilities.

Information about the accessibility and facilities of campus buildings, classroom assistance, parking, and schedule accommodations is available.

It is helpful to identify needs before registration. Please inquire of the Director of Health Services.

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## **SENIOR CITIZENS**

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Senior citizens are welcome part of the student body at Palm Beach Junior College, in both day and evening classes. A board policy designed to encourage even fuller use of the college by senior citizens is given in detail in the "PBJC FEES" section.

# PBJC Fees

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check he/she will be required to pay all future fees by cash, money order, or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees subject to change by action of the Board of Trustees.

## BASIC FEE SCHEDULE

Student fees at Palm Beach Junior College have been established by the Board of Trustees effective as follows:

In State Students (Florida Residents)

Matriculation Fee, \$22.70 per semester hour-all terms.

Out-of-State Students (non-Florida Residents)

Matriculation and Tuition Fee, \$43.45 per semester hour-all terms.

Lab fees have been established for all courses which require expendable materials in addition to above fees. Additional lab fees may be assessed as required.

Application Processing Fee: \$10.00\*  
Application Processing Fee (International Students): \$25.00

\*Students enrolling under the Senior Citizen Fee Waiver or other fee waiver programs would be exempt from this fee.

## SPECIAL FEES\*

### MISCELLANEOUS FEES

Fees for Parking:

All licensed vehicles, other than visitors, will be required to have parking decal. Employees (full-and part-time) will not be charged for decals. Decals will expire August 1 of each year.

Decals will be obtained at the Security Office and College Bookstore for the following amounts:

Fall and/or Winter Term ..... \$5.00  
Spring or Summer Term ..... \$2.00  
Replacement and for temporary use of another vehicle ..... \$1.00

Decals will be required for workshops as follows:

(a) 0 to 7 weeks temporary guest decals will be issued free.  
(b) 7 weeks or more a decal must be purchased, priced as above.

Fraudulent use of parking decal can result in a fine equal to the appropriate fee.

An area south of Eissey Street will be designated as decal-free parking after 4:30 p.m.

Parking and Traffic Fines

Parking in handicapped space ..... \$5.00  
Failure to register a vehicle ..... \$2.00  
Parking and Miscellaneous Violations ..... \$2.00

Moving Violations

1st Offense ..... \$2.00  
2nd Offense ..... \$4.00  
3rd Offense ..... \$6.00  
4th Offense ..... Automatic suspension of campus driving privileges.

Transcript Fee ..... \$2.00

Two transcripts, whether partial or final, are furnished free of charge.

Additional transcripts will not be issued until this fee is paid.  
Special Term Examination Fees ..... \$3.00  
Fee for Department and Special Course Examinations ..... Current Matriculation Fee  
Special Announced Test Fee ..... \$2.00  
Graduation Fee ..... \$11.00  
Returned Check Fee ..... \$10.00 or 5% of check, whichever is greater  
Student Liability Insurance Fee ..... \$9.75  
Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

\*Special fees are assessed in addition to the Basis Fee scheduled. Special fees may vary from Center to Center.

### DENTAL HYGIENE CLINIC MATERIALS FEES:

Cleaning and X-rays:

Employees and students ..... \$2.00  
Anyone off-campus over 18 years of age ..... \$8.00  
Anyone off-campus under 18 years of age ..... \$4.00

X-rays only:

Employees and students ..... \$1.00  
Anyone off-campus over 18 years of age ..... \$4.00  
Anyone off-campus under 18 years of age ..... \$2.00

### LIBRARY FEES

If a book is lost, you pay the acquisition price of that book. For an overdue book the charge is 5¢ a day per school day, excluding weekends. You will only be charged up to the acquisition price of the book.

### APPLIED MUSIC FEES

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVO (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

Applied Music—Class Instruction

(2 class hours weekly) ..... \$30.00  
One hour lessons weekly ..... \$70.00  
Principal Instruction—Freshman and Sophomore Level)

### PHYSICAL EDUCATION FEES\*

Aquatics (Fundamentals of), PBJC Central ..... \$17.00  
Aquatics (Fundamentals of), PBJC North ..... \$ 5.00  
Bowling ..... \$35.00  
Racquetball, PBJC North ..... \$24.00

\*Fees estimated and are subject to change. Fees may vary from campus to campus.

### LABORATORY AND SPECIAL CLASS FEES

APB1170L Microbiology Lab ..... \$22.50  
APB 1190L Anatomy and Physiology I Lab ..... 20.00  
APB 1191: Anatomy and Physiology II Lab ..... 20.00  
ART 1100 Arts and Crafts I ..... 10.00  
ART 1101 Arts and Crafts II ..... 10.00  
ART 1110 Introduction to Ceramics ..... 10.00  
ART 1111 Intermediate Ceramics ..... 10.00  
ART 1155 Enameling and Jewelry ..... 10.00  
ART 1203 Three Dimensional Design ..... 10.00  
ART 1230 Advertising Design I ..... 10.00  
ART 1300 Drawing Fundamentals ..... 10.00  
ART 1301 Intermediate Drawing ..... 10.00  
ART 1600 Introduction to Photography ..... 10.00  
ART 2130 Fibers and Fabrics ..... 10.00  
ART 2231 Advertising Design I ..... 10.00  
ART 2232 Advertising Design II ..... 10.00  
ART 2302 Life Drawing ..... 10.00  
ART 2400 Introduction to Printmaking ..... 10.00  
ART 2401 Printmaking ..... 10.00  
ART 2601 Experimental Photography ..... 10.00



ART 2604	Techniques of Commercial Photography.	10.00	ETD 2705	Advanced Engineering Design.....	2.00
ART 2701	Sculpture.....	10.00	ETD 2801C	Technical Illustration.....	2.00
ATT 1600	Basic Instrument Flight Simulator Lab....	75.00	ETG 2530	Properties and Testing of Materials.....	3.00
ATT 2605	Basic Instrument Flight Simulator Lab.....	75.00	ETI 1411C	Manufacturing Processes.....	3.00
ATT 2610	Advanced Instrument Flight Simulator Lab.....	100.00	EVS 1269L	Microbiology for Waste Water Tech Lab.....	20.00
ATT 2961	Instrument Refresher Simulator Lab.....	15.00	FSS 1112	Foods for Children.....	10.00
BCN 2253C	Architectural Drafting.....	2.00	FSS 1210	Meal Management.....	10.00
BOT 1010L	General Botany I Laboratory.....	17.50	FSS 1221	Principles of Quantity Food Production.....	15.00
BOT 1153L	Botany II Laboratory.....	17.50	FSS 1222	Quantity Food Production II.....	15.00
BSC 1010L	Principles of Biology Laboratory.....	15.00	FSS 2248	Pastry and Garde Mange I.....	15.00
CAP 1220	Computer Drafting.....	7.50	FSS 2249	Pastry and Garde Mange II.....	15.00
CAP 2230	Advanced Computer Drafting.....	7.50	GRA 1500	Graphic Arts Industries.....	7.50
CHD 1320	Methods and Materials I.....	10.00	GRA 1501	Graphic Arts Technology I.....	7.50
CHD 1338	Methods and Materials II.....	10.00	GRA 1530	Typography.....	7.50
CHM 1015L	Principles of Chemistry Laboratory.....	15.00	GRA 1573	Graphic Arts Technology II.....	7.50
CHM 1045L	General Chemistry.....	15.00	GRA 1950	Production Graphics.....	7.50
CHM 1046L	General Chemistry II.....	15.00	GRA 2116	Dye Transfer Photography.....	10.00
CHM 2120C	Quantitative Analysis.....	10.00	GRA 2505	Screen Printing.....	10.00
CHM 2200C	Principles of Organic Chemistry.....	10.00	GRA 2508	Ink and Color.....	7.50
CHM 2210L	Organic Chemistry I Laboratory.....	20.00	GRA 2784	Graphic Arts Technology III.....	7.50
CHM 2211L	Organic Chemistry II Laboratory.....	20.00	NUR 1023	Fundamentals of Nursing.....	10.00
CJT 2100	Criminal Investigation.....	2.00	NUR 1210	Nursing Process I.....	10.00
CJT 2140	Introduction to Criminalistics.....	2.00	OCB 2013L	Introduction to Marine Science Lab.....	6.00
COC 1110	Introduction to Computers.....	7.50	OST 1100	Beginning Typewriting.....	10.00
COP 1160	Programming R.P.G. II.....	10.00	OST 1108	Typewriting.....	10.00
COP 1170	Technical Basic.....	10.00	OST 1110	Intermediate Typewriting.....	10.00
COP 1140	Basic Assembly Language.....	10.00	OST 1211	Shorthand.....	10.00
COP 2110	Mathematical Programming.....	10.00	OST 1212	Dictation and Transcription.....	10.00
COP 2120	Programming COBOL.....	10.00	OST 1721	Word Processing Operations.....	10.00
COP 2121	COBOL Applications.....	10.00	OST 1722	Word Processing Applications.....	10.00
COP 2394	CICS (Customer Information Control System).....	10.00	OST 2120	Advanced Typewriting.....	10.00
CTE 1401	Textiles.....	5.00	OST 2253	Legal/Medical Dictation/ Transcription.....	10.00
DEA 1020C	Preclinical Orientation.....	10.00	OST 2401	Clerical Office Practice.....	10.00
DEA 1800C	Clinical Practice I.....	10.00	OST 2402	Secretarial Office Procedures.....	10.00
DEA 1801C	Clinical Practice II.....	10.00	OST 2601	Machine Transcription I.....	10.00
DEA 1820C	Intraoral Auxiliary Procedures I.....	10.00	OST 2602	Machine Transcription II.....	10.00
DEA 1821C	Intraoral Auxiliary Procedures II.....	10.00	OTH 1121	Therapeutic Media.....	10.00
DEA 1850C	Clinical Practice III.....	10.00	OTH 2100C	Occupational Therapy Activities Lab....	10.00
DEH 1003L	Clinical Dental Hygiene I.....	20.00	PCB 2063	Experiments in Genetics.....	15.00
DEH 1800L	Clinical Dental Hygiene II.....	20.00	PEL 1346	Badminton.....	3.00
DEH 2804L	Clinical Dental Hygiene III.....	20.00	PEL 1441	Racquetball.....	5.00
DEH 2806L	Clinical Dental Hygiene IV.....	20.00	PEL 2121	Golf.....	5.00
DES 1000L	Dental Anatomy.....	10.00	PEL 2141	Archery.....	5.00
DES 1100L	Elements of Dental Materials.....	15.00	PEL 2341	Beginning Tennis.....	3.00
DES 1200L	Dental Radiology.....	10.00	PEL 2342	Intermediate Tennis.....	3.00
DTE 1100L	Complete Denture Techniques I.....	20.00	PEM 1116	Slimnastics.....	20.00
DTE 1101L	Complete Denture Techniques II.....	20.00	PEN 1231	Basic Sailing.....	5.00
DTE 1105C	Partial Denture Techniques I.....	20.00	PEN 2122	Swimming and Diving.....	5.00
DTE 1110L	Cast Inlay and Crown Techniques.....	20.00	PHY 2048L	Laboratory for PHY 2023 and PHY 2048.....	15.00
DTE 1140L	Ceramics.....	20.00	PHY 2049L	Laboratory of PHY 2024 and PHY 2049.....	15.00
DTE 1150L	Crown and Bridge Technique I.....	20.00	PSC 1341L	Physical Science Laboratory.....	15.00
DTE 2106C	Partial Denture Techniques II.....	20.00	SUR 2101C	Surveying I.....	3.00
DTE 2130L	Special Prosthesis.....	20.00	SUR 2610C	Surveying II.....	3.00
DTE 2131L	Ortho and Pedo Removable Appliances.....	20.00	ZOO 1013L	General Zoology Laboratory.....	15.00
DTE 2151L	Crown and Bridge Technique II.....	20.00	ZOO 2713L	Comparative Vertebrate Anatomy Lab.....	20.00
EEC 2531	Early Childhood Lab I.....	5.00			
EEC 2533	Early Childhood Lab II.....	5.00			
EET 1004C	Essentials of Electricity.....	3.00			
EET 1033L	Circuit Analysis Laboratory.....	3.00			
EET 2121C	Electronics I.....	3.00			
EET 2122C	Electronics II.....	3.00			
EMS 2234	Emergency Medical Technology Paramedic I.....	20.00			
EMS 2235	Emergency Medical Technology Paramedic II.....	20.00			

**CENTER FOR EARLY LEARNING FEES:**

1. Overall nonrefundable materials fee of \$15.00 is to be paid by the parents of the student prior to enrollment each term. If the child is enrolled after beginning of term, materials fee will be graduated on monthly basis.
2. The enrollment fee is \$30.00 per week for each child.
3. A fee in the amount of \$1.00 per week for each child for snacks will be assessed.

### **FEES FOR SENIOR CITIZENS IN CREDIT CLASSES**

Senior Citizens who are residents of Florida and 60 years of age or older may register at the beginning of each term for a maximum of two classes on the final day of a regularly scheduled drop/add period providing a vacancy exists in a section of a credit class and the fee will be waived. The exception will be enrollment in programs requiring selective admissions criteria.

Senior citizens will be expected to pay all regularly assessed special fees for any classes in which they enroll.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 60 by the day of registration.

### **SHORT COURSE, NON-CREDIT FEES**

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellation.

### **OTHER INDIVIDUAL PROGRAMS COSTS**

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, and Occupational Therapy Assisting must purchase approved insurance and provide the transportation to the agencies for clinical experience. Nursing, Dental Hygiene, Dental Assisting, Dental Laboratory Technology, Paramedic, and Occupational Therapy Assistant student must also purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

### **REFUNDS**

Students who withdraw from college within the first five class days of any term (except Spring and Summer Terms — first three days), not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify the Registrar.

Prescheduled students who have prepaid fees will be reimbursed one hundred percent of fees paid, if they notify the Registrar's office in person before classes begin for any term. After classes begin, only eighty percent will be reimbursed.

Students must present completed documentation for change from out-of-state to in-state classification to the Registrar before the first day of classes to be eligible for a refund of the out-of-state portion of their fees.

### **GRADUATION FEE**

100% Refund: Students who fail to meet graduation requirements due to College error, including advising errors.

No Refund: Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance, or when official permission has been given to graduate in absentia.

### **SPECIAL FEES FOR MUSIC**

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

### **SPECIAL FEES FOR PHYSICAL EDUCATION**

Some of these fees are held in trust for the vendor, and a 100% refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

### **DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)**

Any student who has a delinquent account shall be notified.

If the delinquency is not cleared within the time period specified, the office of Student Activities will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

### **STUDENT FEE AUDIT**

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

### **SOCIAL SECURITY**

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full-time attendance in an educational institution. Full time at PBJC is 12 credit hours.

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## **STUDENT RESIDENCE CLASSIFICATION**

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A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Students may change to Resident Student at the change of term after having their legal domicile in the State of Florida for 12 months. To change to Resident Student, a Declaration of Domicile must be on file in the Registrar's Office prior to the first class meeting.

### **RESIDENT STUDENT**

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

### **OUT-OF-STATE**

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration, he will be classed as an Out-of-State tuition fee. (Proof of guardianship required.) Employees of the School Board of Palm Beach County or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-of-State tuition fees may obtain the proper form from the county superintendent's office or from the College.

### **SOPHOMORE AND FRESHMEN**

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

### **FULL-TIME STUDENT**

A student is considered a full-time student when he is carrying twelve or more semester hours of credit. A Spring or Summer Term student must carry 4 semester hours in each six-week Term to be considered full-time during that Term. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.



## AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor.

## ATTENDANCE, WITHDRAWAL, AND CHANGE-OF-GRADE PROCEDURES

Punctual and regular attendance is expected of students in all courses and course activities for which they are registered. Any class session missed, regardless of cause, reduces the opportunity of learning and frequently affects adversely the grade the student achieves in a course. A student is required to attend at least 90% of the class meetings in order to receive credit for the course. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.

If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the teacher immediately to determine what measures can be taken to maintain the continuity of the course. It shall be the decision of the teacher as to whether or not the student shall be permitted to make up the work missed.

Any student who misses more than 10% of the class meetings after last day of drop and add for a particular course will receive a grade of "WX" or "F", unless the teacher, because of extreme extenuating circumstances, permits the student to remain in the course; or unless the student completes an official withdrawal form. An official withdrawal would entitle the student to a grade of "W".

A student when officially representing the College, such as on a field trip, shall not be counted absent, provided prior notice is given the teacher and the work is made up.

In order to withdraw from a course, a student must properly complete class withdrawal before the end of the 10th week of the Fall or Winter Term, or before the end of the 4th week of the Spring or Summer Term. (The dates for the quarter system classes are prior to the end of the 7th week of any quarter.)

The dates for withdrawal from a class apply to a change from credit to audit.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent Fall or Winter Term.

A teacher's change of grade for a course taught in the Fall Term must be completed before the end of the following Winter Term. Any grade changes for classes taught in the Winter Term, Spring Term, or Summer Term must be completed before the end of the following Fall Term. For changes of grades for classes taught on the quarter systems, the change must be completed prior to the end of the subsequent quarter.

## ABSENCE FROM EXAMINATIONS.

Absence from an examination will count as failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## GRADING

### GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A	— Excellent
B	— Good
C	— Fair
D	— Poor but Passing
F	— Failure
N	— No Pass
P	— Pass
I	— Incomplete
W	— Withdraw
AU	— Audit
NC	— Non-credit Course
WX	— Withdrawn for Excessive Absences

### GRADE POINT AVERAGE

The grade point average is determined by dividing the total quality points earned by the total semester hours attempted. Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average.

### GRADE REPORTS

Grade reports are sent to students at the end of the term; a progress report is given the student at midterm. The only grades officially recorded are those issued at the end of the term.

### ACADEMIC HONORS LIST

The Academic Honors List shall be published for all campuses at the end of each major term. All students who have made an average of 3.0 or more (B or above) while carrying a full academic load within a term shall have their names placed on the Academic Honors List.

### ACADEMIC HONORS LIST FOR PART-TIME STUDENTS

The Academic Honors List for part-time students shall be published for all campuses at the end of the Winter Term. All students accumulating twelve (12) or more credits during consecutive terms (Fall and Winter) and who have made an average of 3.0 or more (B or above) for those two terms of the academic year shall have their names placed on the Academic Honors for part-time students.

### STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Academic Honors List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during the Fall or Winter Term and 9 semester hours during the Spring or Summer Term.

### INCOMPLETE WORK

Incomplete grades are changed to "F" automatically if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

### ACADEMIC PROBATION

Palm Beach Junior College is responsible for providing a student with the best possible education in both an economical and efficient manner. In order to achieve this, the College requires each student to maintain reasonable academic progress.

Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as he or she fails to achieve the standard set for the number of hours attempted.

Any student on academic probation will be limited in his course load to a maximum of 12 semester hours during the

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## STANDARDS OF PROGRESS

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Cumulative Quality Point Average of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Probation will be figured at the end of each school term (Spring and Summer Terms will be considered as one term for semester system).

A committee on probation will be appointed by the College President to pass on any appeal cases.

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## POLICIES

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College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter-Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

### SECURITY OF STUDENT RECORDS

#### 1. INSPECTION OF RECORDS

##### A. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) the student records at PBJC (located in the Office of the Registrar) are open for inspection only by the student or parents of dependent students (as defined by Section 152 of the Internal Revenue Code) and as per Paragraph #99.31 of the Buckley Amendment.

- 1. School officials who have legitimate educational interests.
- 2. State educational authorities.
- 3. Federal and State officials representing state or federal programs.
- 4. Persons having written authorization for release.
- 5. Officials in compliance with Judicial orders.

##### B. Viewing the Record

- 1. Permanent records are never permitted out of Office of the Registrar.
- 2. Students may view their records at the counter in the presence of office personnel.

#### 2. PRIOR CONSENT FOR DISCLOSURE OF RELEASE OF RECORDS

##### A. Copies of Material in Record

- 1. Transcripts are released only upon written consent of the student or parents of dependent student or parents of dependent students (as per Paragraph #99.30 of the Buckley Amendment).
- 2. A \$2.00 fee for each copy should accompany each request.
- 3. If a student or parent of dependent student cannot have access to record (i.e. lives too far away) copies may be made and the fee schedule for transcripts (A.2) will be applied. (As per Paragraph #99.11 of the Buckley Amendment).

##### B. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- 1. Address (not over the telephone)
- 2. Dates of attendance

- 3. Date and place of birth
- 4. Major field of study
- 5. Weight and height of members of athletic teams
- 6. Degrees and awards received
- 7. Educational institution attended

A student must submit to the Registrar's Office a written notice stating which of the above items is not to be released to the general public.

##### C. Palm Beach Junior College forwards education records on request to a school in which a student seeks or intends to enroll.

#### 3. RIGHT TO HAVE AND PROCEDURE FOR CONDUCTING A HEARING

A. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange for a hearing.

B. A hearing will be conducted accordingly as per Paragraph #99.22 of the Buckley Amendment.

- 1. The hearing will be within a reasonable period of time after the request is received.
- 2. The parent or eligible student shall be given notice of date, place and time reasonably in advance.
- 3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

### UNPAID ACCOUNTS

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

### PREREQUISITES

A student who registers for any course for which he has not completed the prerequisites must consult with the chairperson of the department offering the course. The chairperson may make the decision to remove the student from the course; move the student to the prerequisite course; or allow the student to remain in the course.

### REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the College.

### REPEATED COURSES AND ACADEMIC AVERAGE

As of December 1970, only the last attempt of a repeated course is used in Quality point average computation.

The forgiveness policy pertains only up to the time of the awarding of the AA degrees and does not extend beyond that time.

### CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

### HEPATITIS B PRE-SCREENING

All potential patients for either the Dental Hygiene clinic and/or the Dental Assisting clinic shall, upon having a history of Hepatitis B, provide a negative blood test for Hepatitis B to the Department Chairperson or designated representative before being accepted as a patient in the clinic area. The Dental Health Services faculty and students shall be advised of the availability of a Hepatitis B vaccine that is available, in the community. Costs involved in the administration of the vaccine will not be reimbursed by the College.



## EDUCATIONAL OPPORTUNITIES



PHOTO BY FERANY CORBATO

# Continuing Education

Continuing Education at Palm Beach Junior College has grown to a multicampus operation of educational and related services which exists in several formats. These include programs, courses, and projects. The majority of such activities are noncredit, although credit offerings are available under the sphere of Continuing Education.

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## CONTINUING EDUCATION OFFERINGS

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Palm Beach Junior College offers occupational, developmental, and nonoccupational (citizenship and avocational) Continuing Education programs, courses and projects.

### Occupational

Occupational offerings are available in the areas of agriculture, distributive, health occupations education, home economics, office occupations, trade and industrial occupations, and public service. Continuing Education Units (CEUs) may be earned for satisfactory completion of the programs and courses. These courses are scheduled throughout the year when there is a demand. Individuals and organizations are invited to suggest programs which might be developed through cooperative planning with the college. Palm Beach Junior College provides classroom facilities, equipment, materials, professional consultants and instructors for the development and implementation of programs of study. In addition, the Division of Continuing Education can contract with business and industry to provide customized educational services to their employees.

The Professional Management Certificate program provides educational services to those persons desiring to prepare for volunteer administration. The program of studies is developed in cooperation with Directors of Volunteer Services (DOVS). The courses are accepted by the Association of Volunteer Administrators (AVA) in partial fulfillment of AVA certification requirements.

The following noncredit occupational offerings were scheduled in 1986-87.

#### AGRICULTURE

- Horticulture Maintenance
- Landscape Maintenance
- Lawn and Golf Greens Management
- Lawn and Ornamental Pest Control
- Lawn Maintenance
- Turf Grass Short Course

#### DISTRIBUTIVE

- Advertising Techniques for Small Business
- Annual Condominium Conference
- Basic Double-Entry Bookkeeping for Small Business
- Basic Sales Skills
- Bookkeeping for Small Business
- Building an Import Business
- Buy a Small Computer for Business
- Buying a Home Computer
- Computer: Affordable to all Businesses
- Condominium Operations
- Credit and Collection Management
- Crime Prevention in Banking

- Domestic Marketing of Imports
- Executive Housekeeping
- Exporting/Importing for Profit
- First Level Management
- Going Into Business for Yourself
- How to Develop and Use Your Business Plans
- Managing a Small Business
- Mind Your Own Business
- Motivating Employees
- Personnel Management for Small Business
- Preparing Women for Management
- Professional Salesmanship
- Real Estate Post Registration, 7 hours Core Law
- Real Estate License Exam Review
- Real Estate License Reactivation, 21, 28, 35 and 42 hours of specified sessions and topics
- Recordkeeping and Tax Management for Small Business
- Retail Sales Display Techniques
- Sales: A Successful Career
- Sales Management Seminars
- Start a Home-Based Business
- Stock Market and Investment Techniques
- Talking in Business
- Tax - Individual
- Time Management
- Travel Agency Procedures
- Wills, Trusts and Estates
- Women in Business

#### HEALTH OCCUPATIONS EDUCATION

- ACLS
- Agorophobia
- AIDS
- Alcoholism and Substance Abuse
- Allergies and Asthma
- \*Alzheimer's Disease
- Ambulatory Surgery
- Anorexia Nervosa and Bulimia
- \*Anxiety Control
- Arthritis
- Assertiveness Training
- Basic Electrocardiography
- Basic Radiology and Technology
- COPD
- Cardio Pulmonary Resuscitation
- Cancer Nursing
- \*Child Abuse
- Communication Skills
- Computers
- Confusion Management
- Congenital Anomalies
- Counseling with Patients
- DRGs for Nurses
- \*Depression Management
- Diabetes
- Drug Review Update
- Endoscopy
- Fluid and Electrolyte Balance
- Food Additives and Your Health
- Food-Borne Diseases
- Gout
- Hepatitis
- Herpes
- \*Hospice Care
- Intermediate Electrocardiography
- Legal Aspects of Nursing
- Leukemia
- Long Term Nursing Care
- Nursing Assessment
- Nutrition in Cancer, Diabetes, Maternal Infant Care, Health Promotion, Alcoholism, the Cardiovascular Patient, During Stress and for Adolescents and Athletes
- Ophthalmology
- Osteoporosis and Blood Lipid Levels
- Pain Management



Parkinson's Disease  
 Pharmacology  
 Remotivation Technique  
 \*Renal Disease  
 Respiratory Nursing  
 Sensory Deprivation  
 Sexual Assault  
 Sexually Transmitted Diseases  
 Skin Disorders \*Stress Management  
 Stroke  
 Substance Abuse  
 Suicide Intervention Techniques  
 Supervision and Management  
 Systemic Lupus Erythematosus  
 Teenage Pregnancy  
 Telemetry  
 Therapeutic Touch  
 Total Hip Patient Nursing Care  
 \*Type-A Behavior  
 \*Visualization

Special Courses for Child Care Workers, Dental Assistants, Dental Hygienists, Dietitians, Nursing Home Administrators, X-Ray Technologists and other professional groups are held during the year.

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\*These courses are approved by Psychological Services for MHC, MFT, CSW and SP.

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## HOME ECONOMICS

Child Development I  
 Child Development II  
 Creative Learning Materials  
 Creative Physical Education Activities  
 Decorative Machine Stitchery  
 Developing Math Concepts for Early Learners  
 Effective Classroom Techniques for Child Care Personnel  
 Food and Beverage Service Training  
 Food Service Seminar Series  
 Interior Decorating  
 Positive Approaches to Discipline  
 Sanitation and Safety for Food Service Personnel  
 Science Activities for Preschool Children

## OFFICE OCCUPATIONS

Basic Word Processing  
 D-Base II Management  
 Legal Assistants Exam Review  
 Microcomputer: Selected Software  
 Small Computer Applied to Business

## TRADE AND INDUSTRIAL OCCUPATIONS

Carpenter's Apprenticeship  
 Chef's Apprenticeship  
 Contractor - Building and General  
 Contractor - Residential  
 Contractors Preparation  
 Construction Productivity Improvement  
 Executive Housekeeping  
 Figure Clay Sketching  
 Fine Print  
 First Level Management  
 Photo Sensitometry  
 Review for Mechanical Engineers  
 Technical Review for Civil Engineers I  
 Technical Review for Civil Engineers II  
 Technical Review for Electrical Engineers  
 Water and Pollution Control  
 Zone System Photography

## PUBLIC SERVICE

Accident Investigation  
 Advanced Arson Investigation

Advanced Latent Print Examiner  
 Auxiliary Recruit Training  
 Basic Computer Theory and Applications  
 Basic Police Radar  
 Basic Police Recruit Refresher  
 Basic Standard Corrections Officer  
 Basic Standard Recruit  
 Breathalyzer Maintenance  
 Breathalyzer Refresher  
 Breathalyzer Technician  
 Career Development Officer - Int.  
 Career Development Officer - Refresher  
 Communications and Personnel Management  
 Conversational Spanish for Police Officers  
 Coping with Psychological Stress in Public Safety Professions  
 Criminal Law  
 Crisis/Stress Management  
 EAEO Guidelines for Interviewing and Hiring  
 Effective Communication  
 Effective Supervisory Practices  
 Employee-Employer Communication  
 Executive Development  
 First Level Management  
 First Responder Course  
 Florida Fire Prevention  
 Government-Media Relations  
 Intro to Computer-Related Crimes  
 Intro to Telephone Services in a Deregulated Environment  
 Jail Seminar  
 Lawyer-Land Surveyor Conference  
 Local Personnel Administration  
 Major Case Investigation  
 Mechanic's Lien  
 Noise Control for City/County Noise Ordinance Personnel  
 Organized Crime Seminar for Police Executives  
 Overview of Information Systems  
 Parking Enforcement Specialists  
 Performance Appraisal Techniques  
 Police Instructor Training  
 Police Mid-Management  
 Police Photography  
 Police Supervision  
 Public Safety Dispatching - Basic Introduction  
 Public Speaking and Presentation  
 Role of Elected Officials  
 Sexual Assault on Children  
 Southern Building Code Conference  
 Street Law  
 Stress Management  
 White Collar Crime

## Developmental

Noncredit courses in Reading, English and Math are available to students currently enrolled at the college.

## Citizenship

Alpha-Genics  
 Assertive Communication  
 Assertive Communication - Advanced  
 Basic Income Tax  
 Being a Good Friend and Companion  
 Boating Safety  
 Building Self Confidence  
 Career Opportunities for Women in Food Service  
 Career and Life Planning  
 CPR for Laymen  
 Communication for a Better Lifestyle  
 Comprehensive Financial Planning  
 Contemporary Value Conflicts

Continued Living and Adaptation  
 Coordinators Training, Adult and Community Education  
 Coping Skills for the Mentally Handicapped  
 Coping with Mid-Life  
 Couples Communication  
 Creative Relaxation  
 Crisis Line  
 Crisis Line Refresher  
 Daily Living Skills  
 Dance and Exercise  
 Defensive Driving  
 Developing the Professional Woman  
 Divorce, Custody and Cooperative Parenting  
 Dollarwise Home Decorating  
 Dress for Success  
 Driver Education  
 Driver Improvement Program  
 Family Chemical Dependency  
 Family Financial Planning  
 Financial Decision Making  
 First Level Management  
 Fitness for the 80's  
 Fitness Over Fifty  
 Food and Drug Interaction (Consumer)  
 Getting the Most Out of Living  
 Good Health, Good Sense, Good Life  
 Great Decisions  
 Home Security  
 How to Be an Askable Parent  
 How to Love (and live with) the Difficult Child  
 Image Building  
 Individual Basic Income Tax  
 It's Your Move  
 I've Gotta Be Me  
 Job Re-Entry Skills for Women  
 Knowing Yourself Through Communication  
 Leadership and Communication Skills  
 Legal Rights for Women  
 Life Work Planning  
 Making a Good Marriage Better  
 Making Your Family Livable  
 Making Your Own Miracles  
 Managing Stress  
 Managing Stress for a Healthier Marriage  
 Maximum Communication Minimum Stress  
 Mental Retardation Seminar  
 Most Important Person  
 Mothers and Daughters  
 Moving Up in an Organization  
 Music Therapy  
 Networking: Making It Work for You  
 New Directions for Women  
 Palm Beach County and Its Resources  
 Parenting: To Be or Not To Be  
 Parents in Need - Child Abuse  
 Parents of the Visually Handicapped  
 Personal Adjustment for the Handicapped  
 Personal Appearance Plus  
 Physically Disabled and You  
 Planning for Financial Independence  
 Practical Stress Management Skills  
 Prospective Woman Entrepreneur  
 Public Speaking Techniques for the Professional Woman  
 Real Estate for Consumers  
 Re-Marriage: Making It Work for You  
 Resume Writing  
 Risks, Realities and Rewards  
 Self-Concept Enhancement  
 Senior Group Theatre  
 Senior Radio Players  
 Senior Writers' Workshop  
 Sewing Womens Apparel  
 Sex Roles and Child Rearing  
 Sexual Assault Awareness  
 Sign Language, Intermediate  
 Sign Language, Advanced

Slimnastics  
 Speaking in Public  
 Superheroes (The Single Parent)  
 Talk So People Will Listen  
 Tax-Advantaged Investments  
 Test-Taking Skills  
 The Assertive Woman  
 The Whole Brain Strategy  
 Transitional Learning for the Mentally Handicapped  
 Uncharted Territory: The Woman Over Forty  
 Understanding Human Sexuality  
 Understanding Self  
 Understanding Your Eating Habits  
 Women and Running  
 Women as Victims: An Awareness Seminar  
 Women - Can We Really Have It All?  
 Women's Economic Future  
 Women in Business  
 Women in Transition  
 Your Legal Rights as a Disabled Individual  
 Yours, Mine and Ours  
 Youthful Aging

## Avocational

Avocational courses are supported from the student fees collected. The college receives no public state funds for their support.

Arabic, Conversational  
 Beginning Basic Food Preparation for Bachelors  
 Cake Decorating  
 Calligraphy - Beginning  
 Calligraphy - Intermediate  
 Creative Writing and Publishing  
 Dance as a Creative Outlet  
 Financial Roundtable  
 Finnish, Introduction to  
 Individualized Development  
 Interior Decorating  
 Karate I and II  
 Noble Wines  
 Personal Computer - Basic I  
 Personal Computer - Basic II  
 Physical Revitalization for the Third Age  
 Relaxation - A Workshop for Men  
 Russian, Conversational  
 Spanish, Conversational  
 Tai Chi Ch'uan  
 Teaching the New Testament Content  
 Tole Painting  
 Weaving  
 Yoga

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## CONTINUING EDUCATION PROJECTS

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### INSTITUTE OF NEW DIMENSIONS

This project is dedicated to the exploration of educational and cultural enrichment opportunities by adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture of volunteers from the arts, sciences and professions, whose purpose is to bring intellectual enrichment to the community. The Institute is popular with senior citizens.

### INSTITUTE OF GOVERNMENTS

Responsive to the needs expressed by municipalities, the



county, and other public agencies, the Institute of Governments, partially funded by a state grant, was established in 1980. The primary purpose of the Institute is to plan and provide educational opportunities to elected officials and employees of local governments in Palm Beach County.

### **CENTER FOR THE CONTINUING EDUCATION OF WOMEN**

The purpose of the Women's Studies program is to provide educational opportunities with the goal of improving the quality of life of the women in the area. By offering courses, workshops and seminars for both men and women it is hoped that education will bring understanding of our differences and acceptance of our similarities. The Center provides information and referral service to community resources for women in need, and is a clearinghouse for networking information. Individual career counseling is available at no charge, with testing and assessment for a nominal fee.

**Crossroads Displaced Homemaker Project** - A rehabilitative program is offered to women who have been homemakers as a career and now need to re-enter the job market. Social and economic self-sufficiency are the goals of this program, which is funded by HRS, and offered monthly through the Women's Center at no charge to the client.

**Camp Junior College** - A summer day camp is presented to the community for children, ages 7 to 13, and provides a quality program at a reasonable cost in an academic setting to make learning fun.

**Entrepreneurship - Home-Based Businesses for Women** - a national project of the US Department of Labor, Women's Bureau, this program is for women to learn to become successful at business with limited resources by developing solid small business plans and beginning in the home.

### **PALM BEACH JUNIOR COLLEGE SUMMER BAND CAMP**

The Summer Band Camp began in 1985. This program, developed by the Music Department of Palm Beach Junior College in cooperation with area school band directors, has been a great success. It provides four weeks of intensive training for middle and high school students throughout the area. Area musicians serve as instructors of the program, which concludes with a concert finale without charge to the public. This will be an annual project.

### **CENTER FOR MULTICULTURAL AFFAIRS**

The Center for Multicultural Affairs was established in 1980 to meet the need of providing an understanding and preserving the heritage of the multicultural groups within the community. An advisory committee has defined three objectives for the Center: Establishment of a clearinghouse for exchange of multicultural information, development of multicultural programs and activities for students and members of the community, and involvement of students and representatives from cultural groups in college and community programs.

### **THE SENIOR GROUP THEATRE**

Formed several years ago, this group of very energetic older performers has provided many hours of entertainment to less fortunate older persons confined to nursing homes and hospitals. In addition, they write, direct, and produce plays and skitlets for the amusement of the community. In addition to frequent radio and television presentations, each year the group produces a three-act play which is presented at the college and other locations throughout the community.

### **SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

Palm Beach Junior College, in cooperation with Florida Atlantic University, is extending the services of the Small Business Development Center (SBDC) to business owners/operators in northern Palm Beach County and the northern counties served by the University. The SBDC provides technical assistance, business counseling and business management training. The services are offered without charge, or with a minimal charge to clients at Palm Beach Junior College - North.

## **Community Services**

Palm Beach Junior College facilities are available for approved community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events, are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public; others charge enough to help defray expenses, or to raise scholarship funds.

## **Real Estate**

The college, through Continuing Education, provides a comprehensive series of real estate courses. All courses required for salesman and broker state license and post-licensure are available. The following courses are offered for credit and audit (noncredit).

Abstracts and Titles I  
Abstracts and Titles II  
Co-op Real Estate I  
Real Estate Residential Appraisal  
Real Estate Finance  
Real Estate Principles and Practices  
FREC I (Salespersons)  
Real Estate Principles and Practices  
FREC II (Brokers)

Additionally, the college offers the following noncredit short courses:

Monthly:  
Exam Review for Salesmen and Brokers  
Post Registration (Required FREC continuing education course for license renewal, or the 3-hour core law course.)

Fall and Winter Terms:  
Real Estate for Consumers  
Condominium Operations and Management  
Through Co-sponsorship:  
SREA Appraising - 101, 102 and 201

Real Estate courses are available at the Central Campus in Lake Worth and at PBJC-North (Palm Beach Gardens), PBJC-South (Boca Raton), and PBJC-Glades (Belle Glade.) For further information, call the Office of Continuing Education at 439-8185.

## **Insurance**

The college provides courses in general insurance, Chartered Property, Casualty Underwriters (CPCU) and Chartered Life Underwriters (CLU).

# International/ intercultural Education

Palm Beach Junior College recognizes its increasing responsibility to become more involved in international/intercultural education. The College sees its role as providing the opportunity for students, faculty, staff and members of the community to learn more about themselves, to learn more about the world in which they live and to enrich their lives personally and professionally. These opportunities can make a major contribution to their role as a responsible citizen.

The Board of Trustees has a deepening commitment to international/intercultural education and sees as its task the development of institution-wide awareness of college programs that will contribute to international education.

The objectives of international/intercultural education are:

1. To provide the student and the community with the opportunity to broaden their international/intercultural understanding and learning experiences.
2. To become involved in international experiences which contribute to the professional enrichment of faculty and staff.
3. To provide more effective inter-relationships to international students on campus.
4. To increase awareness of international/intercultural education.

## TRAVEL-STUDY

Travel-study courses offered by PBJC are open to currently enrolled students as well as interested persons in the community. These courses offer the opportunity to travel in foreign countries combined with on-campus instruction. Opportunities are offered for study in Mexico, England, Asia and Europe.

Credit may be earned by the participant and may be applied toward an Associate Degree. Those not desiring college credit may enroll on an audit basis.

Travel-study participants will register for the appropriate course(s) at the College. No registration will be complete until all fees have been paid in full.

Tour prices are inclusive, with transportation provided on commercial airlines. Tour price is paid directly to the travel agency and may be subject to change.

In addition, the Office of the Coordinator of International/Intercultural Education offers its information services to those students who are interested in travel and/or study in foreign countries.

International study abroad programs offered by United States colleges and universities are available for summer sessions, one or two semesters, and year-long studies. Foreign universities' summer and year-round listings are also available. Group travel or individual programs can be arranged to fit the students requirements.

## INTERNATIONAL FESTIVAL OF PALM BEACH COUNTY

The PBJC Center for Multicultural Affairs, under the auspices of the Continuing Education Division, hosts the International Festival every year at PBJC Central.

The popular event, which draws thousands of people annually, features foods, singing, dancing and other forms of entertainment, plus arts and crafts from over 30 different nationalities represented in the community.

Some of the local organizations which have participated in past festivals include the American German Club, the Shamrock Club, the American Polish Club, the Syrian-Lebanese Club, Greek, Finnish, Ukrainian, Hispanic, American Indian, Portuguese, Italian, and Japanese groups.

For more information, call John Townsend at 439-8013.





## HOW TO CHOOSE YOUR PROGRAM



PHOTO BY FERANY CORBATO

# How to Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, or Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs". Some of these students will be interested in the one-year programs offered by the college. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under "Continuing Education."

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## NON-DEGREE PROGRAMS

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A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the day or in the evening.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows:

Basic Standard Corrections Officer. . (See Dept. Chairperson)	
Basic Standard Police Recruit Program. (See Dept. Chairperson)	
Building Construction Management .....	82
Chef Apprenticeship .....	72
Dental Assisting .....	72
Drafting Specialist .....	82
Early Childhood Education Certificate . . (See Dept. Chairperson)	
Emergency Medical Tech Paramedic .....	77
Fire Science Technology.....	84
Human Services Specialist Level I.....	76
Popular Music and Jazz Specialists .....	88
Surveyor Technician.....	82
Water and Wastewater Technology.....	91
Word Processing/Information Systems Management...	67

# Associate in Science

(IF DEVELOPMENTAL COURSES ARE NEEDED, THEY WILL BE IN ADDITION TO THE COURSE REQUIREMENTS IN THE PROGRAMS.)

The degree of Associate in Science is awarded upon successful completion of a two-year Specialized, Business, Technical, or Professional Program approved by the College. The aim of the occupationally oriented A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

## GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the requirements listed under the general heading "Graduation Requirements." Students are expected to complete all the courses in the program in which they are registered.

## GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE

Complete at least fifteen (15) semester hours of courses in general education which must provide for the teaching of essential skills.

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\* It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript. PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Associate in Arts." See also "College level Academic Skills Test" in Student Affairs Section.

\*\* Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.



# Associate in Arts

(IF COLLEGE PREPARATORY COURSES ARE NEEDED, THEY WILL BE IN ADDITION TO THE COURSE REQUIREMENTS IN THE PROGRAMS.)

If you have an intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad had been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

## GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the steps under the general heading "Graduation Requirements." Students bear the primary responsibility for meeting all these requirements.

## ESSENTIAL SKILLS-GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

In the spring of 1979, the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of college education in Florida.

As a consequence, cogent questions addressing student learning needs, performances, and measurement with respect to basic levels of learning for college entry and exit in areas common to all college students necessary for their functioning as informed citizens in a complex society stimulated Palm Beach Junior College to make curricular adjustments in his general education requirements for the Associate in Arts degree. Specifically, students who enroll during or after the Fall Term 1982 must complete a minimum of thirty-six (36) semester hours of work in general education. These hours must be completed in the subject areas listed below:

### AREA I: COMMUNICATIONS — 15 hours.

*ENC 1101	Freshman Communications I.....	3 hours
*ENC 1102	Freshman Communications II.....	3 hours
*Literature	.....	3 hours
*SPC 1600	Fundamentals of Speech .....	3 hours
ARH 1000	Art Appreciation, Art History .....	3 hours
or		
MUL 1011	Music Appreciation.....	3 hours

\*A grade of "C" or higher is required.

AREA II: MATHEMATICS — 6 hours. A grade of "C" or higher in each course is required.

MGF 1113	General Education Mathematics I .....	3 hours
MGF 1114	General Education Mathematics II.....	3 hours
MAC 1104	College Algebra .....	3 hours
MAC 1114	Trigonometry .....	3 hours
MAC 2311	Calculus with Analytic Geometry I.....	4 hours
MAC 2312	Calculus with Analytic Geometry II .....	4 hours
MAC 2313	Calculus with Analytic Geometry III.....	4 hours
MAT 1033	Intermediate Algebra .....	3 hours
STA 2014	Statistics .....	3 hours

AREA III: SCIENCE .....

AREA IV: SOCIAL SCIENCE — 6 hours:

SYG 1440	Introduction to the Social Sciences....	3 hours
POS 1001	Introduction to Political Science .....	
or		
AMH 2010	United States History to 1865.....	3 hours
or		
POS 2041	American National Government .....	

AREA V: RELATED HEALTH .....

AREA VI: ELECTIVE..... 1 hour  
36 hours

## SBE Rule 6A-10.30 (2) (a) (b):

(2) Prior to receipt of an Associate of Arts degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:

(a) Twelve (12) semester hours of English coursework in which the student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least six thousand (6,000) words.

(b) Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) semester hours required by this section.

For the purposes of this rule, a grade of "C" or higher shall be considered successful completion.

Please follow the guideline in all academic advising for those students who are taking the A.A. degree, or who are in the A.S. program and contemplating entering a university at a later date.

## OTHER STATUTORY REQUIREMENTS

The Legislature has passed and Governor Graham has signed CSCSHB 692 which relates to the testing of college-level communication and computation skills.

Beginning with the October 1982 administration of the College-Level Academic Skills Test (CLAST), students will be required to present test scores to be eligible for the award of an Associate of Arts degree from a community college or for admission to an upper division program in a state university in Florida.

Prior to August 1, 1984, the use of CLAST scores is limited to student counseling and curriculum development.

After August 1, 1984, students must have PASSING scores on CLAST to be eligible for the award of an Associate in Arts degree from a community college or for admission to upper division status in a state university in Florida.

#### Palm Beach Junior College Requirement for Written Work:

ENC 1101	Freshman Communications I . . . .	9,000 words
ENC 1102	Freshman Communications II. . . .	10,000 words
Literature . . . . .		4,000 words
SPC 1600	Fundamentals of Speech . . . . .	1,000 words
		24,000 words

See also "College Level Academic Skills Test" in Student Affairs section of Bulletin.

## Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Association In Arts degree or the Associate in Science degree rests with the student.\*

\*See preceding material on "Essential Skills" and also "College Level Academic Skills Test" in Student Affairs section of Bulletin.

Students have the option of graduating under either the catalog in force at the time they enter the College, or the catalog in force at the time they complete requirements for a degree; however, if their attendance is interrupted, they must graduate under the catalog in force when they are re-admitted. (Six week Spring or Summer sessions are not included in determining uninterrupted attendance.)

1. **Students must complete 62 semester hours with 60 semester hours of academic work exclusive of occupational courses.**
2. All students must earn the last 15 credits at PBJC. Neither transfer nor CLEP credits satisfy this residence requirement. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in the Bulletin. It is the responsibility of the student to meet the deadline.
3. A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students and a 2.0 cumulative grade point average on all work at PBJC.  
All students must have a minimum of 2.0 GPA for all courses attempted in order for them to be awarded a program certificate.
4. All regular students will be required to complete two semester hours in physical education activity. Exceptions to this requirement are: adults who have reached their thirty-fifth birthday, veterans with two years of service of other than reserve, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

The waiver is for physical education courses only and does not affect the total number of hours for graduation; therefore, two additional hours of college work

must be completed in lieu of the courses that were waived.

Two-semester-hour physical education courses are for Physical Education majors only and will not satisfy graduation requirements for other majors.

5. The Health course General Education requirement may be met by either HSC 1100, Perspectives on Healthful Living, or HSC2200, Life Science and Health. (Not required for Nursing (A.S.) or Dental Health graduates). This General Education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current matriculation fee.
6. **Students must make formal application for graduation on the form furnished by the Registrar and filled out by the academic advisor.**
7. Participation in graduation exercises in expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
8. **General Education requirements as specified under Associate In Science and Associate In Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.**
9. To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements for an Associate of Arts (AA) degree.
10. **The Articulation Agreement between Florida colleges and universities states that after August 31, 1972 students receiving an AA Degree must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES. General education certification of an approved program of not less than 36 semester hours is required.**
11. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until fifteen (15) college credits have been taken at PBJC. Credit by examination will not be considered to accrue toward the fifteen (15) college credits.
12. Graduation with an Association In Arts Degree requires passing all four sections of CLAST. Passing scores will be announced by the State of Florida each year. Responsibility for taking and passing the CLAST rests with the student.

## ALTERNATE OR SECOND DEGREES\*

Palm Beach Junior College offers the Associate of Science (A.S.) and the Associate of Arts (A.A.) degrees. Students may earn both degrees, but are required to complete fifteen (15) additional semester hours after the first degree is

\*See preceding material on "Essential Skills" and also "College Level Academic Skills Test" in Student Affairs section of Bulletin.



awarded and complete all requirements for both degrees. Only one A.A. degree may be awarded, since this is the certification that the first two-year requirements for the Bachelor's degree have been met. Some universities will accept the A.S. degree in some programs, if the General Education requirements have been met. Students who wish to have General Education requirements met certified on their transcript must notify the Registrar's Office in writing.

## HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty to the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

### MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover that they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

## PALM BEACH JUNIOR COLLEGE MAJOR-GOAL CODES BY DEPARTMENT

AA	(Associate In Arts) Programs are university parallel.
AA	(Associate in Science) Programs are two- year, occupational.
CT	(Certificate) (Certificate) Program lengths vary from on semester to two years. Programs are non-degree and occupational.

## GOAL CODES

- |    |  |
|----|--|
| 0. | AA Degree - <b>General Freshman</b><br>(15 hrs. or less completed)               |
| 1. | AA Degree - Plans to transfer to university.<br>(16 hrs. or more completed)      |
| 2. | AA Degree - Does not plan to transfer to university. (16 hrs. or more completed) |
| 3. | AS Degree - (16 hrs. or more completed)  |

- |    |  |
|----|--|
| 4. | Technical Certificate - no degree.<br>(16 hrs. or more completed)              |
| 5. | AS Degree/Certificate - <b>General Freshman</b><br>(15 hrs. or less completed) |
| 6. | Community Instructional Services Courses<br>(Non-Credit)                       |
| 7. | One or more courses for job opportunities or advancement. (Employment Related) |
| 8. | Personal improvement or general interest.<br>(Non-employment Related)          |
| 9. | Transient students. (Not seeking degree at PBJC)                               |

## MAJOR CODES

- |        |   |
|--------|---|
| (01)   | <b>ART DEPARTMENT</b>                           |
| 013 AS | Graphic Arts Technology                         |
| 012 AS | Interior Design                                 |
| 014 AA | Visual Arts                                     |
| (02)   | <b>BIOLOGY SECTION<br/>SCIENCE DEPARTMENT</b>   |
| 026 AA | Biology, General                                |
| 028 AA | Botany  |
| 029 AA | Science Education                               |
| 199 AS | Water & Wastewater Tech.                        |
| 034 AA | Zoology   |
| (03)   | <b>BUSINESS DEPARTMENT</b>                      |
| 050 AS | Accounting Technology                           |
| 075 AS | Banking   |
| 052 AA | Business Administration                         |
| 056 AA | Business Teacher                                |
| 066 AS | Clerical Practice                               |
| 057 AS | General Business                                |
| 505 AS | Legal Assistant                                 |
| 500 AA | Marketing/Distributive Education                |
| 063 AS | Marketing/Management                            |
| 511 AS | Postal Service                                  |
| 055 AS | Retail Marketing                                |
| 058 AS | Secretary (Exec/Legal/Medical)                  |
| 513 CT | Wd. Processing/Info. Systems                    |
| (04)   | <b>CHEMISTRY SECTION<br/>SCIENCE DEPARTMENT</b> |
| 076 AA | Chemistry                                       |
| 078 AA | Preprofessional/Medical Related                 |
| (05)   | <b>COMMUNICATIONS DEPARTMENT</b>                |
| 104 AA | Journalism                                      |
| 105 AA | Liberal Arts                                    |
| 103 AA | Speech - Drama                                  |
| (06)   | <b>COOPERATIVE EDUCATION</b>                    |
|        | No majors                                       |
| (07)   | <b>DENTAL HEALTH SERVICES</b>                   |
| 153 CT | Dental Assistant                                |
| 154 AS | Dental Assistant                                |
| 151 AS | Dental Hygienist                                |
| 152 AS | Dental Lab. Technology                          |
| 150 AS | Pre-Dental Hygiene                              |
| 149 AS | Pre-Dental Lab. Tech.                           |
| (08)   | <b>ENGINEERING DEPARTMENT</b>                   |
| 185 AA | Building Construction                           |
| 198 AS | Building Construction Mgmt.                     |
| 197 AS | Commercial Pilot Technology                     |
| 127 AA | Computer Science                                |
| 126 AS | Computer Technology                             |
| 178 AS | Drafting & Design Technology                    |
| 181 CT | Drafting Specialist                             |
| 190 AS | Electromechanical Technology                    |
| 177 AS | Electronic Technology                           |
| 176 AA | Engineering                                     |

195 AS Fire Science Technology  
 184 AA Industrial Arts  
 179 AS Land Surveying  
 187 CT Surveyor Technician

## MAJOR-GOAL CODES BY DEPARTMENT

### (10) PHYSICAL EDUCATION

227 AA Physical Education

### (11) MATHEMATICS DEPARTMENT

251 AA Mathematics

### (12) MUSIC DEPARTMENT

278 AS Music

276 AA Music, Music Education

279 AS Popular Music and Jazz

### (13) NURSING DEPARTMENT

300 AS Pre-AS Nursing

302 AA Pre-Nursing

301 AS AS Nursing (Use only if counseled by  
Miss Morgan)

### (14) SOCIAL SCIENCE SECTION EDUCATION & SOC. SC. DEPT.

324 AA Anthropology

344 AA Early Childhood Ed.

329 AA Education, Elem. Level

336 AA Geography

335 AA Government-Foreign Service

327 AA History

339 AA Political Science

332 AA Pre-Law

334 AA Pre-Ministry & Philosophy

331 AA Psychology

326 AA Social Science

333 AA Social Science;

International Studies

328 AA Social Science Teacher

325 AA Sociology

330 AA Welfare Worker

### (18) STUDENT AFFAIRS DEPARTMENT

376 AA Major Field Undeclared

### (17) EVENING CLASSES

17-XXX Evening students majoring in  
any fields listed will have  
Major Code combined with  
Evening Department Code 17.

### (18) PHYSICS & PHYSICAL SCIENCE SECTION-SCIENCE DEPARTMENT

405 AA Physical Science

401 AA Physics

### (19) CRIMINAL JUSTICE DEPARTMENT

601 CT Basic Standard Corr. Officer

600 CT Basic Standard Police Recruit

424 AS Criminal Justice

423 AA Criminal Justice

### (20) CENTER FOR PERSONALIZED INSTRUCTION

No majors

### (22) CONTINUING EDUCATION DEPT.

The Continuing Education Department assigns major num-  
bers for all non-credit enrollments.

### (23) HEALTH & HOME EC. SECTION EDUCATION & SOCIAL SCIENCE DEPT.

069 CT Chef Apprenticeship

074 AA Dietetics/Foods & Nutrition

512 AS Dietetic Technology

342 AS Early Childhood Education  
 343 CT Early Childhood Education  
 073 AS Fashion  
 507 AA Fashion Design/Fashion Merchandising  
 072 AS General Home Economics  
 226 AA Health Education  
 501 AA Home Economics  
 060 AS Hospitality Management  
 345 AS Human Services Specialist (Lev.II)  
 346 CT Human Services Specialist (Lev. I)  
 036 AA Medical Technology  
 237 AA Occupational Therapy  
 240 AS Occupational Therapy Asst.  
 449 AS Paramedic  
 450 CT Paramedic  
 228 AA Physical Therapy  
 241 AS Pre-occupational Therapy Asst.  
 303 AS Radiological Technology

## UNIVERSITY PARALLEL (ASSOCIATE IN ARTS)

### MAJOR

Accounting.....	64
Advertising Design.....	63
Anthropology.....	79
Architecture.....	63
Art Education.....	63
Art History.....	63
Astronomy.....	92
Building Construction.....	85
Business Administration.....	64
Business Education Teacher.....	64
Ceramics.....	63
Chemistry.....	91
Clothing and Textiles.....	74
Computer Science, Business Option.....	85
Computer Science, Systems.....	85
Crafts.....	63
Creative Writing.....	68
Criminal Justice.....	69
Dietetics.....	73
Early Childhood Education.....	79
Economics.....	64
Education(Elementary Level).....	79
Education(Secondary Level).....	79
Engineering.....	86
English.....	68
English Teacher.....	68
Fashion Design and Fashion Merchandising.....	74
Finance.....	64
Fine Arts.....	63
Foreign Languages.....	68
Foreign Language Teacher.....	68
General Biology.....	90
Geography.....	79
Geology.....	92
Government and Foreign Service.....	79
Health Education.....	74
History.....	79
Home Economics.....	75
Industrial Arts.....	86
Interior Design.....	63
International Business.....	64
International Studies.....	80
Journalism.....	68
Liberal Arts.....	68
Management.....	64
Marketing/Distributive Education.....	66
Mathematics.....	87
Medical Technology.....	76
Meteorology.....	92
Music.....	87
Music Education.....	87



Occupational Therapy .....	77
Philosophy .....	80
Photography .....	63
Physical Education .....	90
Physical Scientist .....	92
Physical Therapy .....	77
Physics .....	92
Political Science .....	79
Pre-Dental .....	92
Pre-Law .....	80
Pre-Medical .....	92
Pre-Ministry .....	80
Pre-Nursing .....	89
Pre-Optometry .....	91
Pre-Podiatry .....	92
Pre-Veterinary .....	92
Psychology .....	81
Public Administration .....	64
Retailing .....	64
Science Education .....	90
Social Science .....	79
Social Science Teacher .....	79
Social Worker .....	81
Sociology .....	79
Speech-Drama .....	69
Visual Arts .....	63
Zoology .....	90

## SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAM (ASSOCIATE IN SCIENCE)

### MAJOR

Accounting Technology .....	63
Building Construction Management .....	82
Banking .....	64
Clerical Practice .....	65
Commercial Pilot Technology .....	82
Computer Technology .....	83
Corrections .....	70
Criminal Justice .....	70
Dental Assisting .....	72
Dental Hygiene .....	71
Dental Laboratory Technology .....	71
Dietetics Technology .....	72
Drafting and Design Technology .....	83
Early Childhood Education .....	73
Electromechanical Technology .....	83
Electronics Technology .....	83
Fashion .....	74
Fire Science Technology .....	84
Food Service Management .....	75
General Business .....	65
Graphic Arts - Technology .....	62
Hospitality Management .....	75
Human Services Specialist .....	76
Interior Design - Technology .....	63
Land Surveying .....	84
Law Enforcement .....	71
Legal Assistant .....	65
Management .....	66
Music .....	87
Nursing .....	88
Occupational Therapy Assistant .....	77
Paramedic .....	77
Popular Music and Jazz .....	88
Postal Service .....	67
Radiological Technology .....	78
Retail Marketing .....	67
Secretary (Executive, Legal, Medical) .....	67
Surveying .....	84
Water and Wastewater Technology .....	91

## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designed as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC\_\_\_\_000 at a community college, he cannot be required to repeat SOC\_\_\_\_000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

### General Rule for course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, as introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG\_\_\_\_000.

### First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered — i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG 1000; a school offering the same course in sophomore year

History" *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

### Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology". The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

### Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to

indicate laboratories.

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples Marine Biology OCB\_\_\_\_013 (lecture only)  
OCB\_\_\_\_013L (lab only)

Marine Biology OCB\_\_\_\_013C (lecture &  
with Lab lab combined)

Therefore, OCB\_\_\_\_013C is equivalent to OCB\_\_\_\_013  
plus OCB\_\_\_\_013L.

## SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAM

### Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC\_\_\_\_132, \_\_\_\_133, \_\_\_\_134). In these cases subject matter topics may not be taught in the same sequence, course by course, in several institutions, however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

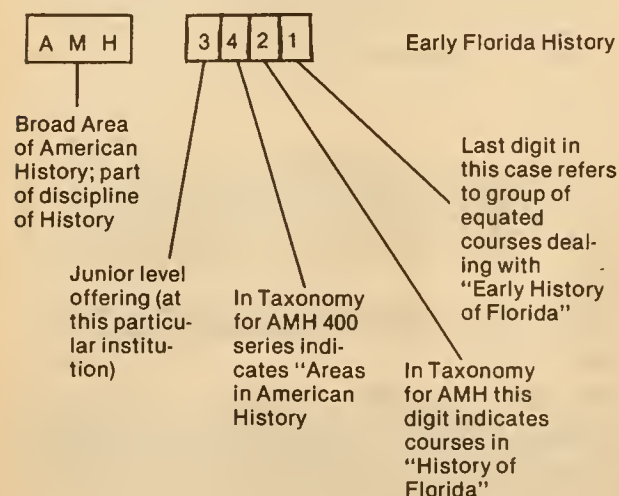
### Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes, AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the

subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listing, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

### Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

- All graduate level courses (except those which the faculty and their reviewing colleague have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with \_\_\_\_900 numbers must be evaluated individually and are not automatically transferable.
- All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

### Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council On Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: "... Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in a statewide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."





PHOTO BY FERANY CORBATO

## DEPARTMENTS AND PROGRAMS

# How to Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

## 1. Turn to your department

Suppose your interest is Art and you want to examine the program in Graphic Arts Technology. Turn to the Art Department. It is the first program in this section.

## 2. Note the names of your advisors.

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these faculty advisors you will find a more complete list of faculty in the first section of the Bulletin.

## 3. Check you major.

The list of majors is meant as a quick reference. Since Graphic Arts Technology is one of the majors in the Art Department, you know you are in the right section of the catalog.

## 4. Find your program.

Note that Graphic Arts Technology has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the information under that title in the preceding section.

## 5. Examine the program and look up your courses.

Note that courses beginning with the prefixes ARC, ARH, ART, GRA and IND are taught by the Art Department. Others, such as MGF and ENC are taught by other departments. All courses are described in one section of the catalog, and are listed in alphabetical and numerical order of the prefix.

## 6. Learn your course numbering system.

Palm Beach Junior College uses the Common Course Numbering system now in use in all state community colleges and state universities in Florida. It is the only course numbering system you will need to know if you attend any of these institutions, and it facilitates transfer of credit from PBJC to any other public college in Florida. Complying with a mandate from the legislature, the State Department of Education organized input from all segments of higher education in Florida to develop the numbers we are now using.

## 7. College Preparatory Courses. (ENC 1000, MAT 1000, REA 1000)

These courses, if assigned through placement testing, must be completed in addition to all course requirements in the program you choose.

# Art

**FACULTY:** Hale (Chairperson), Arant, Archer, Houser, Slatery; PBJC North, Gieffers. PBJC South, Summers.

**MAJORS:** Graphic Arts Technology (A.S.), Interior Design Tech (A.S.), Visual Arts (A.A.), (Advertising Design, Architecture, Art Education, Art History, Ceramics, Crafts, Fine Arts, Interior Design, Photography)

**COURSE PREFIXES:** ARC, ARH, ART, GRA, IND

## COURSE INFORMATION:

All art majors must register and complete basic core courses prior to taking any advanced course. The basic core courses are ART 1201 Design Fundamentals and ART 1300 Drawing Fundamentals.

Courses which may be repeated for additional credit, are designated with the course descriptions.

Students are usually required to submit portfolios of their work when seeking admission to a university, professional art school, or employment in a studio or agency. It is the responsibility of all students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

## PROGRAMS:

### GRAPHIC ARTS TECHNOLOGY (A.S.01-010)

This program is designed for a student who wishes to find employment in the printing industry. Palm Beach Junior College is cooperating with the North Technical Center, Riviera Beach, to offer an A.S. degree in Graphic Arts Technology. The technical portion of the program will be offered under the North Technical Center Printing program, while the academic portion will be offered at Palm Beach Junior College. (Advisor: Arant)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals.....	3	
ART 1230	Advertising Design I.....	3	
ART 1600	Introduction to Photography.....	2	
ENC 1101	Freshman Communications I.....	3	
ETD 1110C	Introduction to Technical Drawing.....	2	
PE	Physical Education.....	1	
GRA 2505	Screen Printing.....		3
HSC 1100*	Perspectives on Healthful Living ..		2
ENC 1210	Technical Writing.....		3
	Art Electives.....		6
PE	Physical Education.....		1
		14	15

### SOPHOMORE YEAR

SYG 1440	Introduction to the Social Sciences	3	
	Elective .....	3	
POS 1001**	Introduction to Political Science ..		3
	Elective .....		3
		6	6

The Dean of Vocational Education will grant credit for the following courses upon certification from the North Technical Center printing program.

The student will receive the credit upon successful completion of 15 college credits in Graphic Arts Technology at PBJC.

GRA 1500	Graphic Arts Industries.....	3
GRA 1501	Graphic Arts Technology I.....	3
GRA 1530	Typography .....	3
GRA 1573	Graphic Arts Technology II.....	3
GRA 1950	Production Graphics .....	3
GRA 2505	Screen Printing .....	3
GRA 2784	Graphic Arts Technology III.....	3
		62

\*HES 1212 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Five hundred and forty (540) hours of instruction will be the average time required to fulfill the requirements at North Technical Center (three [3] hours per day for one school year).



**INTERIOR DESIGN TECH (A.S.01-012)**

This two-year Interior Design Technical Program prepares the student with the necessary skills to gain employment in the interior design field. Courses must be taken in sequence. Advisor: Hale)

**FIRST YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETD 1110C	Introduction to Tehcnical Drawing.	2	
ART 1201	Design Fundamentals.....	3	
ART 2130	Fibers and Fabrics .....	3	
or			
CTE 1401	Textiles .....	(3)	
ENC 1101#	Freshman Communications I .....	3	
ARH 1000	Art Appreciation .....	3	
PE	Physical Education .....	1	
ART 1305	Freehand Perspective .....		3
ARC 1120	Architectural Drawing .....		3
IND 1012	Introduction to Interior Design ....		3
ENC 1102	Freshman Communciations II.....		3
SYG 1440	Introduction to the Social Sciences		3
PE	Physical Education .....		1
		15	16

**SECOND YEAR**

IND 1013	History of Period Furniture.....	3	
IND 1014	Interior Design.....	3	
ART 1100	Introduction to Crafts .....	3	
ART 1200	Three Dimensional Design.....	3	
POS 1001*	Introduction to Political Science ..	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
IND 2010	Prac. Applications-Interior Design .		3
IND 2011	Bus. Procedures for Inter. Designers.		3
ART 1600	Introduction to Photography .....		2
MAT 1033#	Intermediate Algebra.....		3
ART 1202	Color Design .....		3
		17	14

#If college preparatory courses are needed, they will be in addition to the course requirements in the program.

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

**NOTE:** A.A. Degree students must meet general education requirements and 36 hours of Interior Porgram in sequence.

**VISUAL ARTS (A.A. 01-014)**

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a Bachelor's Degree. Students who wish to major in the following areas in upper-division study should declare Visual Arts as their major and counsel with the Art faculty member designated.

	Advisor
Advertising Design .....	Arant
Architecture .....	Archer
Art History.....	Archer
Art Education .....	Houser
Fine Arts.....	Houser
Ceramics .....	Slatery
Crafts.....	Slatery
Photography .....	Slatery
Interior Design.....	Hale

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals.....	3	

ART 1300	Drawing Fundamentals.....	3	
ENC 1101	Freshman Communications I .....	3	
SYG 1440	Introduction to the Social Sciences	3	
MGF 1120	General Education Mathematics I .	3	
PE	Physical Education .....	1	
ART Electives	Approved by Art Advisor .....		6
ENC 1102	Freshman Communications II.....		3
POS 1001*	Introduction to Political Science ..		3
MGF 1121	General Education Mathematics II.		3
PE	Physical Education .....		1
		16	16

**SOPHOMORE YEAR**

ART Electives	Approved by Art Advisor .....	6	
ARH 2051	History of Art (Modern) .....	3	
	Literture .....	3	
	Science .....	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
ART Electives	Approved by Art Advisor .....		6
	Science .....		3
	General Education Elective .....		1
ARH 2050	History of Art (Early).....		3
SPC 1600	Fundamentals of Speech .....		3
		17	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2000 may be substituted.

# Business

**FACULTY:** Steckler (Chairperson), Akyurek, Batson, Boorman, Franklin, Ledbetter, Pride, S. Shaw, S. Smith, Thompson. PBJC Glades, Painter. PBJC North, Davis, Gerson, Hartman, Holloway, Mossadeghi, PBJC South, Fox, N. Smith, Weatherly.

**MAJORS:** Accounting Technology (A.S.), Banking (A.S.), Business Administration (A.A.), Business Education Teacher (A.A.), Clerical Practice (A.S.), General Business (A.S.), Legal Assistant (A.S.), Marketing/Distributive Education (A.A.), Management (A.S.), Postal Service Technology (A.S.), Retail Marketing (A.S.), Secretary (Executive/Legal/Medical (A.S.), Word Processing (Cert.)

**COURSE PREFIXES:** ACG, APA, BAN, BUL, ECO, FIN, GEB, LEA, MAN, MAR, MKA, MNA, MTB, PAD, REE, RMI, SES.

**ACCOUNTING TECHNOLOGY (A.S. 03-050)**

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation from Palm Beach Junior College, and for those who are presently employed in accounting and allied fields and desire advancement. Students wishing to transfer to a college or university should enroll in the Business Administration (A.A.) program.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
(c) ACG 2001	Principles of Accounting I.....	3	
HSC 1100	Perspectives on Healthful Living ..	2	
MAN 2021	Principles of Management .....	3	
(c) MGF 1120	General Education Mathematics I .	3	

(c) SES 1330	Business English .....	3	
PE	Physical Education .....	1	
(c) ACG 2011	Principles of Accounting II .....		3
(c) COC 1110	Introduction to Computers .....		3
MAN 2100	Human Relations in Business .....		3
MGF 1121	General Education Mathematics II .....		3
OST 2335	Business Communications .....		3
PE	Physical Education .....		1
		15	16

#### SOPHOMORE YEAR

(c) ACG 2109	Intermediate Accounting I .....	3	
(c) ACG 2360	Cost Accounting I .....	3	
(c) COP 2174	Micro Computer Operations .....	3	
SPC 1600	Fundamentals of Speech .....	3	
	Business Elective* .....	3	
(c) ACG 2129	Intermediate Accounting II .....		3
ACG 2000	Tax Accounting .....		3
	Accounting Elective** .....		3
	Business Electives* .....		6
	General Education Elective .....		3
		15	18

(c) - Certificate of Proficiency after completing these courses with 2.0 GPA or higher.

\* - Select from:

GEB 1011, ECO 2013, ECO 2023, BUL 2111, BUL 2112, OST 1100, MAN 2340, ACG 1949A, ACG 1949B, - TBA

\*\* - Select from:

ACG 2022, ACG 2730, ACG 2608, ACG 2867

#### BANKING (A.S. 03-075)

This program is designed for persons employed in the field of banking. Students wishing to transfer any credits from this option to another institution must accept the responsibility for securing approval in advance from the transfer institution. The banking courses are approved by the American Institute of Banking.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
SYG 1440	Introduction to the Social Sciences .....	3	
MTB 1103	Business Mathematics .....	3	
BAN 1110	Principles of Banking .....	3	
(1)	Banking Elective .....	3	
PE	Physical Education .....	1	
SES 2335	Business Communications .....		3
MGF 1113	General Education Mathematics I .....		3
ECO 2000	Introduction to Economics .....		3
or			
ECO 2013	Principles of Economics I .....	(3)	
FIN 1230	Money & Banking .....		3
(1)	Banking Elective .....		1
PE	Physical Education .....		1
		16	16

#### SOPHOMORE YEAR

POS 1001*	Introduction to Political Science ..	3	
MGF 1114	General Education Mathematics II ..	3	
ACG 2001	Principles of Accounting I .....	3	
MAN 2100	Human Relations .....	3	
(1)	Banking Elective .....	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
ACG 2011	Principles of Accounting II .....		3
COC 1110	Introduction to Computers .....		3
SPC 1600	Fundamentals of Speech .....		3

MAN 2340	Principles of Supervision .....	3	
(1)	Banking Elective .....		3
		17	15

(1) Select from courses with a BAN prefix. Consult the AIB Catalog to insure that selected courses meet the requirements of the desired AIB Diploma.

\* POS 2041 or AMH 2010 may be substituted.

\*\* HSC 2200 may be substituted.

#### BUSINESS ADMINISTRATION (A.A.03-052)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Economics, Finance, International Business, Management, Marketing, Public Administration, and Retailing.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
MAC 1104	College Algebra .....	3	
SYG 1440	Introduction to the Social Sciences ..	3	
GEB 1011	Introduction to Business .....	3	
	Science (Natural) .....	3	
ENC 1102	Freshman Communications II .....		3
STA 2014	Statistics .....		3
POS 1001*	Introduction to Political Science ..		3
COC 1110	Introduction to Computers .....		3
	Science (Natural) .....		3
PE	Physical Education .....		1
		15	16

#### SOPHOMORE YEAR

SPC 1600	Fundamentals of Speech .....	3	
ECO 2013	Principles of Economics I .....	3	
ACG 2001	Principles of Accounting I .....	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
PE	Physical Education .....	1	
	Literature .....	3	
ARH 1000	Art Appreciation .....		3
or			
MUL 1010	Music Appreciation .....	(3)	
ECO 2023	Principles of Economics II .....		3
ACG 2011	Principles of Accounting II .....		3
	*** Approved Electives .....		7
		15	16

\* POS 2041 or AMH 2010 may be substituted.

\*\* HSC 2200 may be substituted.

\*\*\* Electives should be selected only after you have examined the catalog of the upper division college you plan to attend. Electives must be approved by your academic advisor.

#### BUSINESS EDUCATION TEACHER (A.A.03-058)

This program is designed for those students going on to a College of Education to earn the Baccalaureate Degree in Business Education.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
SYG 1440	Introduction to the Social Sciences ..	3	
OST 1211	Beginning Shorthand .....	3	
OST 1100	Beginning Typewriting .....	3	
OST 1330	Business English .....	3	
PE	Physical Education .....	1	



ENC 1102	Freshman Communications II. ....	3	
POS 1001*	Introduction to Political Science ..	3	
MGF 1120	General Education Mathematics I .	3	
OST 1110	Intermediate Typing.....	3	
OST 1212	Dictation and Transcription.....	3	
PE	Physical Education .....	1	
		16	16

#### SOPHOMORE YEAR

	Science (Natural) .....	3	
SPC 1600	Fundamentals of Speech .....	3	
MGF 1121	General Education Mathematics II.	3	
ACG 2001	Principles of Accounting I .....	3	
OST 2335	Business Communications .....	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
ARH 1000	Art Appreciation .....		3
or			
MUL 1010	Music Appreciation .....	(3)	
	Science (Natural) .....		3
	Literature .....		3
ACG 2011	Principles of Accounting II.....		3
COC 1110	Introduction to Computers.....		3
		17	15

\* POS 2041 or AMH 2010 may be substituted.

\*\* HSC 2200 may be substituted.

#### CLERICAL PRACTICE (A.S.03-066)

This program prepares students for employment as Clerk-Typists.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
MTB 1103	Business Mathematics .....	3	
OST 1100	Beginning Typewriting .....	3	
OST 1330	Business English .....	3	
SYG 1440	Introduction to the Social Sciences	3	
PE	Physical Education .....	1	
MGF 1120	General Education Mathematics I .		3
OST 1110	Intermediate Typewriting .....		3
GEB 1011	Introduction to Business .....		3
POS 1001*	Introduction to Political Science ..		3
(1)	Elective .....		3
PE	Physical Education .....		1
		16	16

#### SOPHOMORE YEAR

MGF 1121	General Education Mathematics II.	3	
APA 1111	Bookkeeping .....	3	
OST 2401	Clerical Office Practice.....	3	
OST 2120	Advanced Typewriting.....	3	
OST 2601	Machine Transcription I .....	3	
HSC 1100**	Perspectives on Healthful Living ..		3
OST 2602	Machine Transcription II.....		3
SPC 1600	Fundamentals of Speech .....		3
COC 1110	Introduction to Computers.....		3
(1)	Electives .....		6
		17	15

(1) Up to six (6) hours of Elective credit will be given for CO-OP with prior approval by the student's assigned Business Department Advisor.

\* POS 2041 or AMH 2010 may be substituted.

\*\* HSC 2200 may be substituted.

#### GENERAL BUSINESS (A.S.03-057)

This program is designed for students who want to enter the world of Business upon completion of two years of study. Basic theoretical knowledge is included but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communication I .....	3	
SYG 1440	Introduction to the Social Sciences	3	
MTB 1103	Business Mathematics .....	3	
(1)	Business Electives.....	6	
PE	Physical Education .....	1	
ENC 1102	Freshman Communications II.....		3
or			
OST 2335	Business Communications .....	(3)	
or			
ENC 1210	Technical Writing .....	(3)	
MGF 1120	General Education Mathematics I .		3
(1)	Business Electives .....		6
PE	Physical Education .....		1
(2)	Other Elective .....		3
		16	16

#### SOPHOMORE YEAR

POS 1001*	Introduction to Political Science ..	3	
MGF 1121	General Education Mathematics II.	3	
(1)	Business Electives.....	6	
(2)	Other Electives .....	3	
HSC 1100**	Perspectives on Healthful Living ..		2
APA 1111	Bookkeeping .....		3
COC 1110	Introduction to Computers.....		3
(1)	Business Electives .....		6
(2)	Other Electives .....		3
		17	15

(1) Select from the areas of Accounting, Business Law, Economics, Management, Marketing, and Secretarial Science.

(2) Select from General Education, Data Processing, or other Technical courses. Up to six (6) hours of CO-OP may be included with prior approval by the student's assigned Business Department Advisor.

\* POS 2041 or AMH 2010 may be substituted

\*\* HSC 2200 may be substituted.

#### LEGAL ASSISTANT (A.S. 03-505)

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more and more in need of the services and skills of competent legal assistants.

The Legal Assistant program at Palm Beach Junior College leads toward an Associate in Science degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents, or write detailed procedures for engaging in the practice in certain fields of law.

4. Select, compile, and use technical information from such references as digests, encyclopedias, or practice manuals.

5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization, not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA).

All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BUL 2111	Business Law I .....	3	
ENC 1101	Freshman Communications I .....	3	
LEA 1001	Introduction to Legal Technology ..	3	
LEA 2101	Court Sys.: Procedures & Pleadings I	3	
SYG 1440	Introduction to the Social Sciences	3	
SPC 1600	Fundamentals of Speech .....	3	
BUL 2112	Business Law II .....		3
ENC 1102	Freshman Communications II .....		3
LEA 1011	Legal Writing and Research I .....		3
LEA 2102	Court Sys.: Procedures & Pleadings II		3
LEA 2201	Real Estate Law & Property Trans. I		3
PE	Physical Education .....		1
		18	16

#### SOPHOMORE YEAR

APA 1111*	Bookkeeping .....	3	
LEA 2012	Legal Writing and Research II .....	3	
LEA 2202	Real Estate Law & Property Trans. II	3	
LEA 2211	Administration of Estates I .....	3	
HSC 1100	Perspectives on Healthful Living ..	2	
PE	Physical Education .....	1	
LEA 1151	Preparing Negligence Cases .....		3
LEA 2802	Administrative Law .....		3
	Electives** .....		9
		15	15

\*ACG 2001 may be substituted.

\*\*Nine elective credits should be selected from the following offerings:

CCJ 2210	Criminal Law .....	3
CCJ 2230	Laws of Evidence .....	3
COC 1110	Introduction to computers .....	3
LEA 2401	Law Office Management .....	3
LEA 2501	Family Law .....	3
LEA 1949	CO-OP: Legal Assistant I .....	3
LEA 2949	CO-OP: Legal Assistant II .....	3
POS 2112	American State & Local Govt. ..	3
REE 2440	Abstracts & Titles I .....	3
OST 2335	Business Communications .....	3

#### MANAGEMENT (A.S.03-062)

This program prepares students for mid-management and supervisory level positions. Courses cover a range of management areas and stress fundamental skills and techniques.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
MAR 1151	Principles of Retailing .....	3	
MAR 2011	Principles of Marketing .....	3	

SYG 1440	Introduction to the Social Sciences	3	
MTB 1103	Business Mathematics .....	3	
PE	Physical Education .....	1	
ENC 1102	Freshman Communications II .....		3
MAN 2021	Principles of Management .....		3
MAR 2101	Salesmanship .....		3
MGF 1120	General Education Mathematics I ..		3
APA 1111	Bookkeeping .....		3
PE	Physical Education .....		1
		16	16

#### SOPHOMORE YEAR

MGF 1121	General Education Mathematics II.	3	
BUL 2111	Business Law I .....	3	
MAN 2100	Human Relations .....	3	
MAR 1311	Advertising/Public Relations .....	3	
(1)	Elective .....	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
MAN 2800	Small Business Management .....		3
MAN 2340	Principles of Supervision .....		3
POS 1001*	Introduction to Political Science ..		3
COC 1110	Introduction to Computers .....		3
(1)	Elective .....		3
		17	15

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

(1)Up to six (6) hours of CO-OP may be included with PRIOR approval by the student's assigned Business Department Advisor.

#### MARKETING/DISTRIBUTIVE EDUCATION (A.A.03-500)

This degree is offered for the student who is interested in pursuing a career as a teacher, fashion coordinator, buyer, department manager, or in a related field. This program is designed for the student transferring to a college of education.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
MGF 1120	General Education Mathematics I	3	
SYG 1440	Introduction to the Social Sciences	3	
GEB 1011	Introduction to Business .....	3	
	Science (Natural) .....	3	
ENC 1102	Freshman Communications II .....		3
MGF 1121	General Education Mathematics II.		3
POS 1001*	Introduction to Political Science ..		3
MAR 1151	Retail Management .....		3
MKA 1402	Fashion Merchandising .....		3
PE	Physical Education .....		1
		15	16

#### SOPHOMORE YEAR

SPC 1600	Fundamentals of Speech .....	3	
COC 1110	Introduction to Computers .....	3	
MAR 1311	Advertising & Public Relations .....	3	
MKA 1104	Visual Merchandising .....	2	
MAR 2011	Principles of Marketing .....	3	
BUL 2111	Business Law I .....	3	
ARH 1000	Art Appreciation .....		3
or			
MUL 1010	Music Appreciation .....	(3)	
	Literature .....		3
	Science (Natural) .....		3
HSC 1100**	Perspectives on Healthful Living ..	2	
MAR 2101	Salesmanship .....		3
PE	Physical Education .....		1
		17	15

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.



POSTAL SERVICE TECHNOLOGY (A.S.03-511)

This program, under the guidance of an advisory committee, offers college level training within the specific field of Postal Technology as one means of achieving upward mobility in the Postal Service. It is open to any student but does not guarantee employment upon graduation.

PROGRAM REQUIREMENTS

I) Major Technical Core Course REquirements: SEMESTER

COURSE	TITLE	Fall	Winter
MNA 1392	Customer Service I .....	3	
MNA 1393	Customer Service II .....	3	
MNA 1394	Finance I .....	3	
MNA 1395	Mail Processing I .....	3	
MNA 1396	Mail Processing II .....	3	
MNA 2021	Principles of Management .....	3	
MNA 2397	Postal Employee Relations .....	3	
MNA 2398	Postal Labor Relations .....	3	
MNA 2399	Postal Finance II .....	3	

II) Academic Core Course REquirements: 27

ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....	3	
HSC 1100	Perspectives on Healthful Living ..	2	
MTB 1321	Technical Mathematics I .....	3	
POS 1001	Introduction to Political Science ..	3	
	Physical Education .....	2	
		16	

III) Approved Elective Courses (19 credits)

ACG 2001	Principles of Accounting I .....	3	
AMH 2580	American Minorities Today .....	3	
BUL 2111	Business Law I .....	3	
COC 1110	Introduction to Computers .....	3	
COC 1040	Basic Assembly Language .....	3	
ECO 2000	Introduction to Economics .....	3	
CLP 2002	Personality Development & Adjust. ..	3	
ENC 1210	Technical Writing .....	3	
MAN 2100	Human Relations .....	3	
MAR 2011	Principles of Marketing .....	3	
PHI 1100	The Art of Thinking .....	3	
PSY 2012	General Psychology .....	3	
REA 1106	College Reading .....	3	
OST 1330	Business English .....	3	
SOP 2740	Feminist Psychology .....	3	
SPC 1600	Fundamentals of Speech .....	3	
SPC 1601	Public Speaking .....	3	
SPN 1100	Elementary Spanish I .....	3	
SPN 1101	Elementary Spanish II .....	3	

TOTAL 19  
62

RETAIL MARKETING (A.S.03-055)

This program prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
MAR 1151	Principles of Retailing .....	3	
MAR 2011	Principles of Marketing .....	3	
MKA 1402	Fashion Merchandising .....	3	
MTB 1103	Business Mathematics .....	3	
PE	Physical Education .....	1	
MAR 2101	Salesmanship .....		3
MKA 1161	Product Merchandising .....		3
CTE 1401	Textiles .....		3
OST 1330	Business English .....		3
MGF 1120	General Education Mathematics I ..		3

PE	Physical Education .....	1	
		16	16

SOPHOMORE YEAR

MAN 2100	Human Relations .....	3	
MAN 2800	Small Business Management .....	3	
MGF 1121	General Education Mathematics II ..	3	
COC 1110	Intorduction to Computers .....	3	
SYG 1440	Introduction to Social Sciences ..	3	
HSC 1100**	Perspectives on Healthful Living ..		2
APA 1111	Bookkeeping .....		3
MAR 1311	Advertising/Public Relations .....		3
MKA 1104	Visual Merchandising .....		2
POS 1001*	Introduction to Political Science ..		3
MAN 2340	Principles of Supervision .....		3
		15	16

\* POS 2041 or AMH 2010 may be substituted.  
\*\* HSC 2200 may be substituted.

SECRETARY (EXECUTIVE, LEGAL, OR MEDICAL) (A.S.03-058)

This program prepares students to seek employment as top level Secretaries and Administrative Assistants.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
OST 1100	Beginnng Typewriting .....	3	
OST 1211	Beginning Shorthand .....	3	
SYG 1440	Introduction to the Social Sciences ..	3	
OST 1330	Business English .....	3	
PE	Physical Education .....	1	
MTB 1103	Business Mathematics .....		3
OST 1110	Intermediate Typing .....		3
SES 1212	Dictation and Transcription .....		3
or			
OST 2253	Legal/Medical Dict. and Trans. ... (3)		
OST 2401	Clerical Office Practice .....		3
POS 1001*	Introduction to Political Science ..		3
PE	Physical Education .....		1
		16	16

SOPHOMORE YEAR

APA 111	Bookkeeping .....	3	
OST 2120	Advanced Typing .....	3	
MGF 1120	General Education Mathematics I ..	3	
OST 2335	Business Communications .....	3	
OST 2601	Machine Transcription I .....	3	
HSC 1100**	Perspectives on Healthful Living ..	2	
BUL 2111	Business Law I .....		3
OST 2402	Secretarial Office Procedures .....		3
OST 2602	Machine Transcription II .....		3
MGF 1121	General Education Mathematics II ..		3
SPC 1600	Fundamentals of Speech .....		3
		17	15

\* POS 2041 or AMH 2010 may be substituted.  
\*\* HSC 2200 may be substituted.

WORD PROCEDDING/INFORMATION SYSTEMS  
MANAGEMENT (Certificate Program 03-513)

CORE COURSES

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
COC 1110	Introduction to Computers .....	3	
MAN 2100	Human Relations .....	3	
OST 1701	Introduction to Word Processing ..	3	

OST 1721	Word Processing Operations.....	3
OST 1722	Word Processing Applications.....	3
OST 1330	Business English.....	3
OST 2401	Clerical Office Practice.....	3
OST 2601	Machine Transcription I.....	3
OST 2335	Business Communications.....	3

27

#### PLUS

#### Nine (9) credit hours of the following:

ACG 2001	Principles of Accounting I.....	3
ACG 2011	Principles of Accounting II.....	3
APA 1111	Bookkeeping.....	3
BUL 2111	Business Law I.....	3
BUL 2112	Business Law II.....	3
COC 2301	Systems and Applications.....	3
GEB 1011	Introduction to Business.....	3
MTB 1103	Business Mathematics.....	3
OST 1100	Beginning Typewriting.....	3
OST 1110	Intermediate Typewriting.....	3
OST 1211	Beginning Shorthand.....	3
OST 1212	Dictation and Transcription.....	3
OST 2402	Secretarial Office Procedures.....	3
OST 2602	Machine Transcription II.....	3
OST 1949	Co-Op Office Education I.....	3
OST 2949	Co-Op Office Education II.....	3

## Center for Personalized Instruction

**FACULTY:** Foley (Acting Coordinator), Bosworth (Assistant Chairperson), Cacciatore, Darcey, Duncan, D., Witherspoon.

#### COURSE PREFIXES: COP, ENC, MAT, REA, RED

C.P.I.—The Center for Personalized Instruction is designed to accommodate all non-traditional, self-paced, individualized courses. Programs are designed to meet the needs of students through learner-centered instruction. Included in the curriculum are the college preparatory courses in English, mathematics and reading. Credit courses in mathematics through college trigonometry are also available, including one-hour general education mathematics modules. See course offerings:

#### CENTER:

CP100	Offices - Department Chair
CP101	Computer Laboratory
CP200	Clerical, testing, proctor areas
CP201-202	Main study area
CP203	English Laboratory and IMTS
CP104-106	CPI-Reading Center
CP107-108	Offices - Reading

The Mathematics (CP200) and Reading (CP105) Centers, along with the Computer Lab (CP101) within C.P.I., are open to all students through CPO 0060 Personalized Instruction. Multi-media help and instructional assistance is available. Review materials for CLAST are available in these areas. Please see instructor for information.

**MICROS:** Micro computers are available in C.P.I. Computer Lab (CP101) Please check with the lab supervisor for available software.

**PLATO:** Computer-based instruction. Curricula are available in a number of subject areas in the Computer Lab (CP101) Please see the lab supervisor for information.

# Communications

**FACULTY:** W. Duncan (Chairperson), Adams, Betz, Bloodworth, Busselle, Connolly, Duxbury, Greene, Jones, Leahy, McCreight, Meyer, Musto, Nixon, Perez, Platt, Schneider, Sterling, Wilson, PBJC Glades: Gibson. PBJC North: Jefferson (Division Chairperson), Brooks, Kern, McLaughlin, Pride, Russal, Young. PBJC South: Collins, Connolly, Gerald, Kramer, Littler, Raznoff, Wershoven.

**MAJORS:** Journalism, Liberal Arts (Creative Writing, English, English Teacher, Foreign Languages, Foreign Languages Teacher), Speech—Drama.

**COURSE PREFIXES:** AML, CRW, ENC, ENG, ENL, FOL, FRE, JOU, LIT, MMC, ORI, PHI, RTV, SPC, SPN, THE, TPA, TPP.

#### PROGRAMS:

##### JOURNALISM (A.A. 05-104)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation.....	3
or		
MUL 1010	Music Appreciation.....(3)	
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
HSC 1100*	Perspectives on Healthful Living ..	2
JOU 1100	Basic Writing for Mass Commu. ..	3
JOU 2103	Reporting and Writing Techniques	3
MGF 1120	General Education Mathematics I ..	3
MGF 1121	General Education Mathematics II.	3
MMC 1000	Survey of Communications.....	3
POS 1001**	Introduction to Political Science ..	3
PSY 2012	General Psychology.....	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech.....	3
SPC 1601	Public Speaking.....	3
	Literature.....	6
	Physical Education.....	2
	Science.....	6
	Electives.....	7
		62

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

##### LIBERAL ARTS (A.A. 05-105)

(Creative Writing, English, English Teacher, Foreign Languages, Foreign Languages Teacher)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation.....	3
or		
MUL 1010	Music Appreciation.....(3)	
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
HSC 1100*	Perspectives on Healthful Living ..	3
MGF 1120	General Education Mathematics I ..	3
MGF 1121	General Education Mathematics II.	3
POS 1001**	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech.....	3
	Foreign Languages (Spanish/French)	12
	Literature.....	12



Physical Education .....	2
Science .....	6
Electives*** .....	4
	<hr/> 62

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*Suggested electives: PHI 1100, ORI 2000.

## EVALUATING PREVIOUS FOREIGN LANGUAGE STUDY

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2.0. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish will be considered to have had the equivalent of 1½ years of college Spanish. However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course, regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

Section 240.233 (1) (b), Florida Statutes, concerning the admission of students to universities, reads:

Effective August 1, 1987, no student may be enrolled who has not earned two credits or the equivalent in foreign language.

Two credits, according to BOR rules, means two years of high school foreign language instruction. An equivalent is two semesters of college foreign language instruction. The admission requirement applies to transfer students as well as first-time-in-college students.

## SPEECH—DRAMA (A.A. 05-103)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or	Art Appreciation.....	3
MUL 1010	Music Appreciation..... (3)	
DAA 2160	Fundamentals of Dance: Contem.	1
DAA 2161	Intermediate Dance: Contemporary	1
ENC 1101	Freshman Communications I ....	3
ENC 1102	Freshman Communications II.....	3
HSC 1100*	Perspectives on Healthful Living ..	2
MGF 1120	General Education Mathematics I ..	3
MGF 1121	General Education Mathematics II..	3
ORI 2000	Oral Interpretation .....	3
POS 1001**	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech .....	3
SPC 1601	Public Speaking .....	3
THE 1000	Introduction to the Theater .....	3
THE 1020	Techniques of Dramatic Art.....	3
TPA 1210	Fundamentals of Stagecraft .....	3
TPA 1211	Advanced Stagecraft.....	3
TPP 2100	Acting I .....	3
	Literature .....	6
	Science .....	6
	Voice Class .....	1
		<hr/> 62

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

# Cooperative Education (Co-Op)

**COURSE PREFIXES:** ART, BAN, CHD, COE, CTE, ETG, HFT, LEA, MAN, MKA, MUS, REE, SES, SSI, THE, with 1949 or 2949

Cooperative Education is a unique plan of educational enrichment. It is designed to make a student's educational program more relevant and meaningful by integrating classroom study with supervised on-the-job practical experience in business, industrial, government or service-type work situations. In addition to gaining valuable practical experience while attending college, the student is able to earn a salary, thereby earning while learning. CO-OP credits are transferable to state universities in Florida.

**Eligibility:** A student must maintain a cumulative quality point average of not less than 2.0 to be eligible to register for the next CO-OP class.

**Credits:** A maximum of twelve (12) semester hours of CO-OP are acceptable toward a degree. Permission of the department faculty advisor and Cooperative Education coordinator is recommended before registration. CO-OP credits are required in some programs and are approved electives in other programs.

**Certificate Programs:** Cooperative Education training assignments are approved for certain certificate programs. Student should consult with the appropriate department chairperson or coordinator for specific information regarding appropriate training assignments.

# Criminal Justice

**FACULTY:** Macy (Chairperson), Shackelford, Zazzi

**MAJORS:** Law Enforcement, Corrections, Criminal Justice

**COURSES PREFIXES:** CCJ, CJT

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for criminal justice personnel which are greater in both magnitude and complexity than those which they have faced before.

The degree programs emphasizing law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related Law Enforcement, Corrections, and Criminal Justice career fields are open to the graduate of the types of police and corrections programs listed below. There is no discrimination on the ground of race, color, sex, religion or national origin.

## CRIMINAL JUSTICE (A.A. 19-423) LAW ENFORCEMENT/CORRECTIONS.

This course of study is open to both men and women students and provides a modern approach to the field of Criminal Justice, with specialized study in Law Enforcement and/or Corrections, including relations with the police, courts, and correctional agencies in the total administration of Criminal Justice. The program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the complex field of

social control. The program as recommended leads to graduation with an Associate in Arts degree in Criminal Justice, (general education requirements met), which will enable a student to transfer to a senior university in the Florida University System in order to obtain a Baccalaureate degree or Associate in Science in Criminal Justice (Terminal).

It has been the experience of Criminal Justice faculty that 99.5% of majors at Palm Beach Junior College, upon their entrance to the College, state their desire to continue their education to at least the Baccalaureate level. This goal may be interrupted at the end of the two-year Associate level for job experience and training and return to the upper division school will be at a later date. Studies have shown that the best employees in the field are those who combine schooling with job experiences. Our program allows students a full year before their decisions become crucial to their studies, in that both terminal and transfer programs are identical for the first year.

Students electing the transfer program will take the five core courses and select two additional classes based on mutual agreement with their counselor. Terminal students will complete all Criminal Justice courses to complete their program.

Survey of Palm Beach County Criminal Justice agencies reveal that agency heads are satisfied with the knowledge that students have after graduation from PBJC in the Criminal Justice field; however, they have requested that greater emphasis be placed upon communications skills, both oral and written. This request parallels the position the State Department of Education and schools in the State of Florida are now taking. With this in mind, it is highly recommended that all students matriculate in the transfer sequence.

**NOTE:** Students desiring to continue their college education at a senior university must complete at least 36 hours of general education subjects. Any substitution of courses for the Law Enforcement degree program must be approved by the department chairperson. A minimum of 21 hours in any of the criminal justice courses listed must be completed to earn the A.A. degree in Criminal Justice.

## CRIMINAL JUSTICE-TRANSFER

### ASSOCIATE IN ARTS (GENERAL EDUCATION REQUIREMENTS) (Effective Fall 1985-86)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CCJ 1020*	Administration of Criminal Justice	3	
CCJ 1410*	Police Administration I	3	
ENC 1101	Freshman Communications I	3	
SYG 1440	Introduction to the Social Sciences	3	
SPC 1600	Fundamentals of Speech	3	
PE	Physical Education	1	
CCJ 1420	Police Administration II		3
or			
CCJ 2310	Org. & Admin. of Correct. Fac.		(3)
CCJ 2210*	Criminal Law		3
ENC 1102	Freshman Communications II		3
POS 1001**	Introduction to Political Science		3
PSY 2012	General Psychology		3
PE	Physical Education		1
		16	16

#### SOPHOMORE YEAR

CCJ 2330*	Principles of Probation	3
CLP 2002	Personality Dev. & Adjustment	3

HSC 1100***	Perspectives on Healthful Living	2
MGF 1120	General Education Mathematics I	3
	Literature	3
	Science	3
ARH 1000	Art Appreciation	3
or		
MUL 1010	Music Appreciation	(3)
CCJ 2270	Laws of Arrest, Search & Seizure	3
CCJ 2500*	Juvenile Delinquency	3
MGF 1121	General Education Mathematics II	3
	Science	3
		17
		15

\*Core Curriculum, Criminal Justice

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*HSC 2200 may be substituted.

## CRIMINAL JUSTICE (A.S. 19-424)

### ASSOCIATE IN SCIENCE (TERMINAL)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CCJ 1020*	Administration of Criminal Justice	3	
CCJ 1410*	Police Administration I	3	
ENC 1101	Freshman Communications I	3	
SYG 1440	Introduction to the Social Sciences	3	
SPC 1600	Fundamentals of Speech	3	
PE	Physical Education	1	
CCJ 1420	Police Administration II		3
CCJ 2210*	Criminal Law		3
ENC 1102	Freshman Communications II		3
or			
ENC 1210	Technical Writing		(3)
POS 1001**	Introduction to Political Science		3
PSY 2012	General Psychology		3
PE	Physical Education		1
		16	16

#### SOPHOMORE YEAR

CCJ 2230	Laws of Evidence	3
CCJ 2310	Organ. & Admin. of Corr. Facility	3
CCJ 2500*	Juvenile Delinquency	3
CJT 2100	Criminal Investigation	3
CLP 2002	Personality Development & Adjust.	3
HSC 1100 ***	Perspectives on Healthful Living	2
CCJ 2270	Laws of Arrest, Search & Seizure	3
CCJ 2330*	Principles of Probation	3
CCJ 2940	Intern Criminal Justice	4
CJT 2140	Criminalistics	3
SYG 2010	American Social Problems	3
		17
		16

\*Core Curriculum, Criminal Justice

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*HSC 2200 may be substituted.

# Dental Health Services

**FACULTY:** Flatley (Chairperson), Gerstein, Hansen, Hanson, Karpinia, Krumm, MacPherson (Assistant Chairperson), Toomath, Whitehead

**MAJORS:** Dental Assisting, Dental Hygiene, Dental Laboratory Technology



**COURSE PREFIXES: DEA, DEH, DES, DTE****PROGRAMS:****DENTAL HYGIENE (A.S. 07-151)**

The dental hygiene program is approved by the Florida State Board of Dentistry and is accredited by the ADA Commission of Accreditation. Graduates are eligible to take National and State Board Examinations to become licensed dental hygienists. The program leads to an A.S. degree.

All dental hygiene courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic areas of the program. The remaining courses listed must be taken in the sequence designated or prior to the dental hygiene courses.

The student must maintain at least a "C" average to remain in the program and must make a "C" or better in ALL of the dental hygiene curriculum courses, Anatomy and Physiology, Chemistry, and Microbiology. Natural sciences must have been taken within the past five years and dental science courses must have been taken within the past three years, or qualify for acceptance by challenge examination.

Please refer to admission requirements.

**CORE COURSES**

COURSE	TITLE	SEMESTER HOURS CREDIT	
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology I Lab. ....	1	
APB 1191	Anatomy and Physiology II .....	2	
APB 1191L	Anatomy and Physiology II Lab. ....	1	
CHM 1015	Principles of Chemistry .....	3	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....	3	
HUN 1201	Elements of Nutrition .....	3	
APB 1170	Microbiology .....	2	
APB 1170L	Microbiology Lab. ....	1	
MGF 1120	General Education Mathematics I ..	3	
POS 1001*	Introduction to Political Science ..	3	
PSY 2012	General Psychology .....	3	
SPC 1600	Fundamentals of Speech .....	3	
SYG 2000	Introduction to Sociology .....	3	
	Physical Education .....	2	
		38	

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	
DEH 1003	Clinical Dental Hygiene I .....	3		
DEH 1003L	Clinical Dental Hygiene I Lab. ....	5		
DEH 1800C	Clinical Dental Hygiene .....		5	
DEH 2702	Preventive Dentistry I .....	1		
DEH 2703	Preventive Dentistry II .....		2	
DES 1000	Dental Anatomy .....	2		
DES 1200C	Dental Radiology .....	2		
DEH 2602	Periodontics I .....	1		
DEH 2603	Periodontics II .....		1	
DES 1050	Pharmacology I .....		1	
DES 1048	General & Oral Histology/Pathology		3	
		14	12	

**SOPHOMORE YEAR**

DEH 2804C	Clinical Dental Hygiene III .....	6		
DEH 2806C	Clinical Dental Hygiene IV .....		6	
DEH 2604	Periodontics III .....	1		
DEH 2605	Periodontics IV (Externship) .....		3	
DEH 2704**	Preventive Dentistry III .....	2		
DEH 2701	Community Dentistry .....		2	

DES 1100	Dental Materials .....	2		
DES 1100L	Dental Materials Laboratory .....	1		
DEH 1052	Pharmacology II .....	1		
		13	11	

**Program Core Courses**

	84/85	85/86
(Includes General Education REquirements)	38	38
Dental Hygiene Program	50	49
	88	87

The proposed and recommended main body of the dental hygiene curriculum is built on the premise that all the support courses would have been completed by the beginning of the Fall Semester of the two years of dental hygiene.

However, there is time built into the schedule for completion of some few of the support courses during the Spring and Summer six-week terms, should this prove necessary. This flexibility allows for the student applicant to repeat any courses below the "C" grade level, and also allows the applicant missing only a few support courses completion within a two-year dental hygiene time frame.

\*POS 2041 or AMH 2010 may be substituted.

\*\*Transition Year

Admission Prerequisite: A transcript documenting that the student has taken a unit of high school chemistry or PBJC's CHM 1015, or its equivalent, within the past five years with an earned grade of "C" or better.

**DENTAL LABORATORY TECHNOLOGY (A.S. 07-152)**

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Education of the American Dental Association.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	
DES 1000	Dental Anatomy .....	2		
DES 1000L	Dental Anatomy Laboratory .....	1		
DES 1100	Elements of Dental Materials .....	2		
DTE 1000	Orientation & Terminology .....	1		
DTE 1100C	Complete Denture Techniques I .....	4		
ENC 1101	Freshman Communications I .....	3		
PSC 1341	Introduction to Physics & Chem. ..	3		
DTE 1101C	Complete Denture Techniques II ..		5	
DTE 1110C	Cast Inlay & Crown Techniques ...		2	
DTE 1105C	Partial Denture Techniques I .....		2	
ENC 1102	Freshman Communications II .....		3	
HSC 1100*	Perspectives on Healthful Living ..		2	
	Physical Education .....		1	
		16	15	
				Spring
DTE 2106C	Partial Denture Techniques II .....		4	
DTE 2131 C	Ortho & Pado Removable Appl. ...		2	
			6	

**SOPHOMORE YEAR**

DTE 1150C	Crown & Bridge Technlques I .....	5		
DTE 2130C	Special Prosthesis .....	2		

GEB 1011**	Introduction to Business .....	3	
POS 1001**	Introduction to Political Science ..	3	
	Physical Education .....	1	
DTE 1140C	Ceramics.....		7
DTE 1200	Jurisprudence & Ethics.....		1
DTE 2151C	Crown & Bridge Techniques II.....		4
		14	12

\*HSC 2200 may be substituted.

\*\*MAN 1800 may be substituted.

\*\*\*AMH 2010 or POS 2041 may be substituted.

#### DENTAL ASSISTING PROGRAM (Certificate Program CT-153)

This course begins with the Summer Term and covers a period of two terms plus both the Spring and Summer terms. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum but is a co-requisite to the course and proficiency is required for graduation.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Summer	Fall
DEA 1000	Introduction to Dental Assisting...	1	
DEA 1020	Preclinical Orientation I .....	3	
DEA 1120	Related Dental Theory.....		3
DEA 1820C	Intraoral Auxiliary Procedures I ...		3
DEA 1800C	Clinical Practice I .....		4
DEA 2940	Dental Practicum .....		1
DES 1000C	Dental Anatomy .....		3
DES 1200C	Dental Radiology .....	2	
ENC 1101	Freshman Communications I .....		3
		6	17

#### WinterSpring

DEA 1200	Dental Office Practice Mgmt. ....	3	
DEA 1821C	Intraoral Auxiliary Procedures II...	2	
DEA 1801C	Clinical Practice II .....	4	
DEA 1850C	Clinical Practice III .....		6
DES 1100	Elements of Dental Materials ....	2	
DES 1100L	Elements of Dental Materials Lab.	1	
PSY 2012	General Psychology.....	3	
SPC 1600	Fundamentals of Speech .....	3	
		18	6

In addition to certificate requirements, the following courses may be taken to obtain as A.S. degree in Dental Assisting (A.S. 07-154)

COURSE	TITLE	SEMESTER HOURS CREDIT	
ENC 1102	Freshman Communications II.....	3	
HSC 1100*	Perspectives on Healthful Living ..	2	
POS 1001**	Introduction to Political Science ..	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education .....	2	
	Elective .....	3	
		16	

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

# Education and Social Science Division

## HEALTH AND HOME ECONOMICS SECTION

**FACULTY:** Beck (Chairperson), Fowler, Meeker, Prentice, Rivé, Sabonis-Chafee, Saunders, Seemayer, Thomas

**MAJORS:** Chef Apprenticeship, Clothing and Textiles, Dietetics/Foods and Nutrition, Dietetic Technology, Early Childhood Education, Fashion, Fashion Design/Fashion Merchandising, Food Service Management, General Home Economics, Health Education, Home Economics, Hospitality Management, Human Services Specialist, Medical Technology, Human Services Specialist-Level 1, Occupational Therapy, Occupational Therapy Assistant, Paramedic, Physical Therapy, Pre-occupational Therapy Assistant, Radiological Technology.

**COURSE PREFIXES:** APB, CHD, COA, CTE, DIE, EEC, EMS, FOS, FSS, GEY, HES, HFT, HUN, HUS, LEI, MRE, OTH, RTE

#### PROGRAMS:

#### CHEF APPRENTICESHIP CERTIFICATION PROGRAM (CT.23-069)

This program prepares students for a career in the culinary arts field of the hospitality industry. This is a three-year work experience program related to particular academic courses required for certification. The student will work 6000 hours in a quality hotel or restaurant under a certified chef and take the stated courses during that three-year period. Upon completion of this program, the graduate will become a certified cook by the American Culinary Federation. This program is under the auspices of the American Culinary Federation, Palm Beach Chef's Association, State of Florida Bureau of Apprenticeship, and the United States Department of Labor.

#### CERTIFICATE IN CHEF APPRENTICESHIP (CT. 23-069)

COURSE	TITLE	SEMESTER HOURS CREDIT	
FOS 1201	Food Service Sanitation .....	1	
FSS 1100	Menu Planning and Merchandising	3	
FSS 1940	Chef Apprentice Experience:.....		
	Module A: Kitchen Org./Butcher/Meat	1	
	Module B: Pastry/Baking .....	1	
	Module C: Garde Mange .....	1	
	Module D: Prep. of Veg./Breakfast .	1	
	Module E: Roasting/Banquet.....	1	
	Module F: Sauces/Soups .....	1	
FSS 2100	Purchasing for Hospitality Business	3	
FSS 2249	Pastry and Garde Mange II.....	4	
FSS 2500	Food and Beverage Cost Control ..	3	
HFT 2220	Personnel Management Practices .	3	
HUN 1001	Basic Nutrition .....	2	
			25

#### DIETETIC TECHNICIAN—NUTRITION CARE EMPHASIS (A.S. 23-512)

This program prepares students for a career in the field of dietetics. The Dietetic Technician is trained to assist the Registered Dietitian (R.D.) in providing nutritional care to individuals and groups. The curriculum has been developed along the guidelines of the American Dietetic Association.



Upon successful completion of this course, students may fill positions in health care and educational facilities, such as hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers, and community agencies.

### GENERAL EDUCATION REQUIREMENTS

COURSE	TITLE	SEMESTER HOURS	CREDIT
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....	3	
HSC 1100*	Perspectives on Healthful Living ..	2	
MGF 1120	General Education Mathematics I ..	3	
SYG 1440	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science ..	3	
PSY 2012	General Psychology.....	3	
BSC 1010	Principles of Biology .....	3	
	Physical Education .....	2	
		25	

### PROGRAM REQUIREMENTS

#### Must Be Taken In Sequence

HUN 1201	Elements of Nutrition .....	3
FSS 1210	Meal Management .....	3
SPC 1600	Fundamentals of Speech .....	3
DIE 1412	Nutrition Education .....	3
DIE 1419	Practicum I.....	3
COC 1110	Introduction to Computers.....	3
FSS 1221	Principles of Quantity Food Prod.	4
FSS 1004	Food Service Management .....	2
DIE 2211	Diet Therapy.....	3
DIE 2270	Practicum II .....	4
DIE 2301	Advanced Nutrition .....	3
DIE 2350	Practicum III.....	3
DIE 2500	Dietetic Seminar .....	3
		40

Twelve semester hours of credit will be given to Dietetic Assistants who graduate from approved programs licensed through the American Dietetic Association.

\*HES 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### DIETETICS—FOODS AND NUTRITION (A.A. 23-074)

A suggested curriculum for students who are interested in university preparation for professional positions in Nutrition and Dietetics, including Co-ordinated Undergraduate Program. It allows students to fulfill their basic requirements before transferring to the upper level university.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
ARH 1000	Art Appreciation.....	3	
or			
MUL 1010	Music Appreciation.....	(3)	
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Laboratory ..	1	
CHM 1046	General Chemistry II .....	3	
CHM 1046L	General Chemistry II Laboratory..	1	
ENC 1101	Freshman Communications I.....	3	
ENC 1102	Freshman Communications II ....	3	
FSS 1210	Meal Management.....	3	
HUN 1201	Elements of Nutrition.....	3	
MAT 1033	Intermediate Algebra .....	3	
POS 1001*	Introduction to Political Science..	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education .....	2	
		34	

### SOPHOMORE YEAR

AML 2010	American Literature to 1865.....	3
CHM 2210	Organic Chemistry I.....	3
CHM 2210L	Organic Chemistry I Laboratory ...	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory ..	1
ECO 2013	Principles of Economics I.....	3
FSS 1221	Principles of Quantity Food Prod.	4
FSS 1004	Food Serv. Mgmt. in Health Care Fac.	2
HSC 1100**	Perspectives on Healthful Living ..	2
APB 1170	Microbiology .....	2
APB 1170L	Microbiology Laboratory .....	1
MGF 1120	General Education Mathematics II.	3
PSY 2012	General Psychology.....	3
SPC 1600	Fundamentals of Speech .....	3
		34

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

### EARLY CHILDHOOD EDUCATION (A.S. 19-342)

All students must take the general education courses and the Early Childhood Education core. The student may choose to take either the traditional track or the Montessori track, but do not have to take both.

### GENERAL EDUCATION CORE

COURSE	TITLE	SEMESTER HOURS	CREDIT
All students must take these courses:			
BSC 1010	Principles of Biology .....	3	
DAA 2160	Fundamentals of Interpretive Move.	1	
CHD 1220	Child Develop., Infancy/Preschool	3	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....	3	
HSC 1100	Perspectives on Healthful Living ..	2	
SYG 2340	Marriage and Family Relations...	3	
MGF 1120	General Education Mathematics I ..	3	
POS 1001	Introduction to Political Science ..	3	
PSY 2012	General Psychology.....	3	
	Physical Education .....	1	
		28	

### EARLY CHILDHOOD EDUCATION CORE

CHD 2227	Managing Children's Behavior ....	3
CHD 2800	Child Care Facility Management ..	3
EEC 1001	Early Childhood Education .....	3
FSS 1112	Foods for Children .....	3
HSC 1400	Standard First Aid & Personal Safety	1
HUS 1003	Introduction to Human Services...	3
	Elective .....	3
		19

### TRADITIONAL TRACK

CHD 1110	Infants and Toddlers .....	3
CHD 1320	Methods and Materials I .....	3
CHD 1338	Methods and Materials II .....	3
CHD 1949	Co-op: Child Care I .....	3
CHD 2949	Co-op: Child Care II.....	3
	Elective .....	2
		17

### MONTESORRI SPECIALIZATION TRACK

EDF 1105	Introduction to Education .....	3
EEC 1006	Montessori Philosophy .....	1
EEC 2530	Directed Observation & Participa. I	3
EEC 2531	Early Childhood Laboratory I.....	1
EEC 2532	Directed Observation & Participa. II	3

EEC 2533	Early Childhood Laboratory II .....	1
EEC 2940	Montessori Teaching Practicum I..	3
EEC 2941	Montessori Teaching Practicum II..	3
		18

**NOTE:** Twelve semester hours of credit will be given to successful graduates in Early Childhood from the Palm Beach County Vocational/Technical centers. Students that have a certificate from the American Montessori Society will receive 15 credits toward this degree.

#### EARLY CHILDHOOD EDUCATION CERTIFICATE (CT.23-343)

This program of study is designed for students to acquire skills and knowledge essential for gainful employment in child care, nursery or pre-school center.

This certificate also meets the thirteen functional areas of CDA, Child Development Associate. The CDA credential which recognizes professional achievement, is awarded to child care providers who have demonstrated their skill in working with young children by successfully completing the requirements of the CDA assessment system. For acceptance into the CDA program, an appointment with the Early Childhood advisor is necessary.

COURSE	TITLE	SEMESTER HOURS CREDIT
CHD 1220	Child Develop., Infancy/Preschool..	3
CHD 1320	Methods and Materials I.....	3
CHD 1338	Methods and Materials II.....	3
CHD 2227	Managing Children's Behavior ....	3
CHD 1949	Co-op: Child Care I.....	3
CHD 2949	Co-op: Child Care II.....	3
EEC 1001	Early Childhood Education .....	3
ENC 1101	Freshman Communications I.....	3
FSS 1112	Food for Children .....	3
HSC 1100	Perspectives on Healthful Living ..	2
HES 1400	Standard First Aid & Personal Safety	1
SPC 1600	Fundamentals of Speech .....	3
		33

#### FASHION (A.S. 23-073)

This curriculum is for students who will, after graduation from Palm Beach junior College, enter careers in fabric and fashion promotion, fashion design, custom dressmaking, merchandising, wardrobe consultant, clothing management specialist.

#### CORE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation.....	3
CTE 1310	Elements of Clothing Construction	3
CTE 1401	Textiles .....	3
CTE 1705	Fashion Theory.....	3
CTE 1743	Creative Patternmaking I.....	3
CTE 1801	New York Fashion Visit (Opt.) .....	1
CTE 2200	Clothing Selection .....	3
CTE 2514	Fashion History .....	3
		22

#### GENERAL EDUCATION

ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
HSC 1100*	Perspectives on Healthful Living ..	2
POS 1001**	Introduction to Political Science ..	3
SPC 1600	Fundamentals of Speech .....	3
SYG 1440	Introduction to the Social Sciences	3
	Physical Education .....	2
		19

#### FASHION MERCHANDISING

GEB 1011	Introduction to Business .....	3
MAN 2100	Human Relations .....	3
MAN 2800	Small Business Management .....	3
MAR 1151	Principles of Retailing.....	3
or		
MAR 2011	Principles of Marketing..... (3)	
MTB 1103	Business Mathematics .....	3
	Electives***.....	6
		21

#### FASHION DESIGN

ARH 1201	Design Fundamentals.....	3
CTE 1731	Trade Sketching .....	3
CTE 1744	Creative Patternmaking II.....	3
CTE 2340	Advanced Clothing Construction..	3
CTE 2745	Fashion Design - Draping .....	3
	Electives***.....	6
		21

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*CTE 1949 and CTE 2949 or other appropriate Co-op courses may be approved as electives.

#### FASHION DESIGN AND FASHION MERCHANDISING (A.A. 23-507)

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in clothing textiles, fashion merchandising, fashion design, and fashion promotion.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation .....	3
ARH 1201	Design Fundamentals.....	3
CTE 1310	Elements of Clothing Construction	3
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
MGF 1120	General Education Mathematics I..	3
CTE 1401	Textiles .....	3
SYG 1440	Introduction to the Social Sciences	3
	Physical Education .....	2
	Science .....	6
		32

#### SOPHOMORE YEAR

CTE 1743	Creative Pattern Making I.....	3
CTE 1705	Fashion Theory.....	3
CTE 2200	Clothing Selection .....	3
CTE 2340	Advanced Clothing Construction ..	3
CTE 2514	Fashion History .....	3
ECO 2013	Principles of Economics I.....	3
HSC 1100*	Perspectives on Healthful Living ..	2
POS 1001**	Introduction to Political Science ..	3
	Literature .....	3
SPC 1600	Fundamentals of Speech .....	3
MGF 1211	General Education Mathematics II..	3
		32

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

#### HEALTH EDUCATION (A.A. 23-226)

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional health education



positions in voluntary, industrial, federal, or public health agencies; teaching health science at the elementary, secondary, college, or university levels; emergency care agencies; and patient education in hospitals, clinics, or health maintenance organizations.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory ..	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....		3
HES 2121	Life Science and Health .....	3	
MGF 1120	General Education Mathematics I ..		3
	Physical Education .....	1	1
SYG 1440	Introduction to the Social Sciences	3	
POS 1001*	Introduction to Political Science ..		3
		17	14

### SOPHOMORE YEAR

CHM 1015	Principles of Chemistry .....	3	
	Literature .....	3	3
HUN 1201	Elements of Nutrition .....	3	
HSC 1414	Standard First Aid & Personal Safety		1
PHI 1100	Art of Thinking .....		3
PSY 2012	General Psychology .....	3	
CLP 2002	Personality Development .....		3
SPC 1600	Fundamentals of Speech .....		3
	Electives .....		3
MGF 1121	General Education Mathematics II ..	3	
		15	16

\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Some colleges offering Health Education recommend some of the following courses in addition to the above requirements: APB 1190, APB 1190L

### HOME ECONOMICS (A.A. 23-501)

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods and nutrition, clothing textiles, and in other related areas.

#### FIRST TERM

COURSE	TITLE	SEMESTER HOURS CREDIT	
CTE 1310	Elements of Clothing Construction	3	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....	3	
FSS 1210	Meal Management .....	3	
HUN 1201	Elements of Nutrition .....	3	
MGF 1120	General Education Mathematics I ..	3	
	Physical Education .....	2	
POS 1001*	Introduction to Political Science ..	3	
	Science .....	6	
SYG 1440	Introduction to the Social Sciences	3	
		32	

### SOPHOMORE YEAR

ARH 1000	Art Appreciation .....	3
CHD 1220	Child Develop., Infancy/Preschool ..	3
CTE 2200	Clothing Selection .....	3

CTE 2340	Advanced Clothing Construction ..	3
CTE 1401	Textiles .....	3
ECO 2013	Principles of Economics I .....	3
HSC 1100**	Perspectives on Healthful Living ..	2
	Literature .....	3
PSY 2012	General Psychology .....	3
SPC 1600	Fundamentals of Speech .....	3
MGF 1121	General Education Mathematics II ..	3

32

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

### HOSPITALITY MANAGEMENT (A.S. 23-060)

This program prepares students for a career in the hospitality industry. Students must take all courses in the core and general education requirements.

The Food Service Management option prepares students for employment in the food service industry at the mid-management level in restaurants, cafeterias, extended care facilities, schools, hospitals, fast-food service and others.

The Hotel Management option prepares students for the midmanagement level in hotels, motels, and clubs. Laboratory experience and training are provided through part-time employment in local establishments and in PB-JC's Hospitality Training Center.

#### CORE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
APA 1111	Bookkeeping .....	3	
FSS 1261	Dining Room Management .....	3	
FSS 2100	Purchasing for the Hospitality Bus.	3	
FSS 1221	Principles of Quan. Food Production	4	
FSS 2500	Food and Beverage Cost Control ..	3	
HFT 1000	Introduction to the Hospitality Bus.	3	
HFT 2220	Personnel Management Practices ..	3	
MTB 1103	Business Mathematics .....	3	
			25

#### GENERAL EDUCATION

ENC 1101	Freshman Communications I .....	3
ENC 1102	Freshman Communications II .....	3
HSC 1100*	Perspectives on Healthful Living ..	2
POS 1001**	Introduction to Political Sciences ..	3
SYG 1440	Introduction to the Social Sciences	3
	Physical Education .....	2
		16

#### FOOD SERVICE MANAGEMENT

##### Required Courses:

FSS 1222	Quantity Food Production II .....	4
HUN 1201	Elements of Nutrition .....	3

Plus a minimum of 14 credit hours from the following:

COC 1110	Introduction to Computers .....	3
FOS 1201	Food Service Sanitation .....	1
FSS 1004	Food Serv. Mgmt. in Health Care Fac.	2
FSS 1100	Menu Planning and Merchandising	3
FSS 2248	Pastry and Garde Mange I .....	4
FSS 2249	Pastry and Garde Mange II .....	4
FSS 2251	Opr. Proc. of Quantity Food Service	3
FSS 2401	Hosp. Equip. Layout and Design ..	3
HFT 1949	Co-op: Hospitality Management I ..	3
HFT 2949	Co-op: Hospitality Management II ..	3
HFT 2434	Elements of Club Management .....	3

#### HOTEL MANAGEMENT

HFT 2250	Hotel Financial Management .....	3
HFT 2300	Housekeeping Management .....	3
or		
FSS 2401	Hotel & Restaurant Property Mgmt. (3)	

HFT 2410	Hotel Fr. Office Admin. Procedures	3
HFT 2510	Sales Prom. and Advert. in Hotels	3
HFT 2600	Legal Aspects Hotel/Food Serv. Adm.	3
	Electives .....	6

21

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

NOTE: HFT 1949 and HFT 2949 (Co-op courses) may be approved as electives.

#### HUMAN SERVICES SPECIALIST (A.S. 23-345)

The Human Services Specialist is a caring, concerned professionally trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems required professional assistance. This innovative program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as: children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped, and many others who need help. The students become counselors, interviewers, out-reach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Junior College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their field work experience training.

#### HUMAN SERVICES SPECIALIST LEVEL I (C.T. 23-346)

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
HUS 1003*	Introduction to Human Services...	3	
HUS 1100*	Interviewing and Counseling .....	3	
HUS 1200*	Principles of Group Dynamics.....	3	
PSY 2012*	General Psychology.....	3	
HES 1400	Standard First Aid & Personal Safety	1	
ENC 1101	Freshman Communication I .....	3	
GEY 2000	Gerontology.....		3
HUS 1531	Couns.theChemicallyDepend.Person		3
HUS 2520	Psychotherapy: Theory & Practice		3
HUS 1850**	Field Work in Human Services I ...		4
HUS 2851**	Field Work in Human Services II...		4
		16	17
		Spring Summer	
HSC 1100***	Perspectives on Healthful Living ..	2	
SYG 2340	Lifestyles & Family Relationships ..	3	
SYG 1440	Introduction to the Social Sciences		3
ENC 1102	Freshman Communications II.....		3
		5	6

\*These courses should be taken together.

\*\*These are eight-week modules. All these courses should be taken together.

\*\*\*HSC 2200 may be substituted.

#### HUMAN SERVICES SPECIALIST LEVEL II (A.S. 23-345)

COURSE	TITLE	SEMESTER HOURS CREDIT	
DEP 2102	Child Growth and Development ...	3	
CLP 2002	Personality Development .....	3	
POS 1001*	Introduction to Political Science ..	3	
SYG 2361	Death and Dying .....	3	
SPC 1600	Fundamentals of Speech .....	3	
	Physical Education .....	2	
	Science .....	3	
		64	

\*POS 2041 or AMH 2010 may be substituted.

#### MEDICAL TECHNOLOGY (A.A. 23-036)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the school year in the program outlines.

##### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory ..	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Laboratory ...	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Laboratory...		1
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....		3
MAC 1104	College Algebra.....	3	
MAC 1114	Trigonometry .....		3
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
HSC 1100*	Perspectives on Healthful Living ..		2
	Physical Education .....		1
		17	17

##### SOPHOMORE YEAR

	Literature .....	3	
SYG 1440	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science ..		3
PHY 2023	General Physics I .....	3	
PHY 2048L	General Physics Lab. ....	1	
PHY 2024	General Physics II.....		3
PHY 2049L	General Physics II Lab.....		1
CHM 2210	Organic Chemistry I .....	3	
CHM 2210L	Organic Chemistry I Laboratory ...	1	
CHM 2211	Organic Chemistry II .....		3
CHM 2211L	Organic Chemistry II Lab. ....		1
	Physical Education .....		1
SPC 1600	Fundamentals of Speech .....		3
		14	15

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

NOTE: Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010, BOT 1010L, PHI 1100, STA 2014, COC 1110.



**OCCUPATIONAL THERAPY ASSISTANT (A.S. 21-240)**

The occupational therapy assistant is trained to work under the direct supervision of a registered occupational therapist (B.S. degree holder) giving specific treatment of patients with physical or psychological disabilities. This curriculum has developed along the guidelines of the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to take the American Occupational Therapy Association examination to become a Certified Occupational Therapy Assistant.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1190***	Anatomy and Physiology I .....	2	
APB 1190L***	Anatomy and Physiology I Lab. ...	1	
ENC 1101	Freshman Communications I .....	3	
OTH 1001	Intro. to Occupational Therapy ...	3	
OTH 1800	Occupational Therapy Practicum I. ...	2	
PSY 2012	General Psychology.....	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education .....	1	
DEP 2102	Child Growth and Development ...		3
ENC 1102	Freshman Communications II.....		3
LEI 2700	Therapeutic Recreation.....		3
OTH 2232	Therapeutic Media .....		2
OTH 1300C	Psychiatric Occupational Therapy. ...		3
OTH 2410	Introduction to Human Disease ...		3
	Physical Education .....		1
		18	18

**SOPHOMORE YEAR**

HSC 1100*	Perspectives on Healthful Living ..	2	
HSC 1400	Standard First Aid & Personal Safety	1	
OTH 1520C	Pediatric Occupational Therapy. ...	3	
OTH 1802	Occupational Therapy Practicum II	1	
OTH 2100C	Occupational Therapy Activities ...	3	
OTH 2420	Occup. Therapy for Phys. Disabled	3	
POS 1001**	Introduction to Political Science ..	3	
OTH 2933	Seminar for Clinical Practice.....		1
OTH 2840	Supervised Clinical Practice I .....		5
OTH 2841	Supervised Clinical Practice II.....		5
		16	11

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*Necessary Prerequisite for OTH 2410

**OCCUPATIONAL THERAPY (A.A. 23-237)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
OTH 1001	Introduction to Occupational Therapy	3	
ARH 1000	Art Appreciation .....		3
or			
MUL 1010	Music Appreciation .....	(3)	
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory ..	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....		3
HSC 1100*	Perspectives on Healthful Living ..	2	
MGF 1120	General Education Mathematics I .		3
	Physical Education .....	1	1
SYG 1440	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science ..		3
		16	17

**SOPHOMORE YEAR**

ART 1100	Introduction to Crafts .....	3	
ART 1110	Ceramics I .....	2	
	Literature .....	3	3
HSC 1400	Standard First Aid & Personal Safety	1	
PSC 1513	Survey of Physical Science .....	3	
CHM 1015	Principles of Chemistry.....		3
PSY 2012	General Psychology.....	3	
CLP 2002	Personality Development .....		3
SPC 1600	Fundamentals of Speech .....		3
MGF 1121	General Education Mathematics II.		3
		15	15

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

NOTE: Some colleges offering Occupational Therapy highly recommend some of the following courses in addition to the above requirements: STA 2014, ANT 2000, NUR 2130.

**PARAMEDIC (A.S. 23-449)**

This program designed for the individual who wishes to increase his/her knowledge in the area of scientific principles related to the paramedic skill areas. The graduate will also obtain the needed knowledge and skills in the management and human relations aspects of supervision.

**#450 PARAMEDIC CERTIFICATE**

COURSE	TITLE	SEMESTER HOURS CREDIT	
EMS 2234	Emergency Med. Tech. - Paramedic I	8	
EMS 2235	Emergency Med. Tech. - Paramedic II	8	
		16	
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology I Lab. ...	1	
APB 1191	Anatomy and Physiology II .....	2	
APB 1191L	Anatomy and Physiology II Lab.....	1	
CHM 1015	Principles of Chemistry.....	3	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....	3	
HSC 1100	Perspectives on Healthful Living ..	2	
GEB 1011	Introduction to Business .....	3	
MAN 2021	Principles of Management .....	3	
MAN 2100	Human Relations .....	3	
MAN 2342	Supervision & Personnel Admin. ..	3	
MRE 2001	Medical Terminology .....	3	
MAN 2340*	Principles of Supervision .....	3	
PSY 2012	General Psychology .....	3	
SYG 1440	Introduction to the Social Sciences	3	
SPC 1600	Fundamental of Speech .....	3	
	Physical Education .....	2	
		62	

\*FFP 2410 may be substituted.

**PHYSICAL THERAPY (A.A. 23-228)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Lab. ....	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1

ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....		3
	Physical Education .....	1	1
MGF 1121	General Education Mathematics II.	3	
CHM 1045	General Chemistry I.....	3	
CHM 1045L	General Chemistry I Lab. ....	1	
CHM 1046	General Chemistry II .....		1
PHI 1100	Art of Thinking.....		3
		18	15

#### SOPHOMORE YEAR

	Literature .....		3
HSC 1100*	Perspectives on Healthful Living ..	2	
HSC 1400	Standard First Aid & Personal Safety	1	
PHY 2023	General Physics I.....	3	
PHY 2048L	General Physics I Laboratory .....	1	
PHY 2024	General Physics II.....		3
PHY 2049L	General Physics II Lab. ....		1
PSY 2012	General Psychology.....	3	
CLP 2002	Personality Development.....		3
SYG 1440	Introduction to Social Sciences	3	
POS 1001***	Introduction to Political Science ..		3
MAC 1104	College Algebra.....	3	
SPC 1600	Fundamentals of Speech.....	3	
		16	16

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

#### RADIOLOGICAL TECHNOLOGY (A.S. 23-303)

Palm Beach Junior College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-ray Technology to finish the below listed requirement of the college for graduation to receive an Association in Science Degree in Radiological Technology. Information may be obtained from the College on Radiological Technology training in local hospitals.

Credit would be granted to the student for courses listed below:

COURSE	TITLE	SEMESTER HOURS	CREDIT
RTE 1401C	Radiological Technique I .....	3	
RTE 1800L	Applied Radiological Technique I..	3	
RTE 1402C	Radiological Technique II.....	3	
RTE 1810L	Applied Radiological Technique II .	5	
APB 1223	Topographic Anatomy & Physiology	3	
RTE 2403C	Radiological Technique III .....	3	
RTE 2850L	Applied Radiological Technique III	3	
RTE 2404C	Radiological Technique IV .....	3	
RTE 2840L	Applied Radiological Technique IV	5	
RTE 2860L	Applied Radiological Technique V .	5	
		36	

#### ADDITIONAL COURSES TO BE COMPLETED BY THE STUDENT INCLUDE:

COURSE	TITLE	SEMESTER HOURS	CREDIT
		Fall	Winter
BSC 1010	Principles of Biology .....	3	
BSC 1010L*	Principles of Biology Lab. .... (1)		
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....		3
or			
ENC 1210	Technical Writing..... (3)		

HSC 1100**	Perspectives on Healthful Living ..	2	
	Physical Education .....	1	1
PSY 2012	General Psychology.....		3
SPC 1600	Fundamentals of Speech .....		3
SYG 1440	Introduction to the Social Sciences	3	
POS 1001***	Introduction to Political Science ..		3
MGF 1120	General Education Mathematics I .	3	
		13-14	15

\*BSC 1010L is optional.

\*\*HSC 2200 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** It is highly recommended that during the Fall Term MRE 2001 be taken.

## Education and Social Science Division

### Social Science Section

**FACULTY:** Beck (Chairperson), Becherer, Dampier, Daugherty, Freedman, Matthews, Myatt, Pugh, Richmond, Robinson, Salisbury, Yinger. PBJC Glades, Rolison, PBJC North, Jackson, Johnston, Horey, PBJC South, Bruton, Haynes, Imhoff, Mooney (Division I Chairperson)

**MAJORS:** Anthropology, Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, International Studies, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology, Social Science, Social Science Teacher, Sociology, Welfare Worker

**COURSES PREFIXES:** AMH, ANT, ASN, CLP, CPO, DEP, EDF, EDP, FOL, GEO, LAH, PHI, POS, PSY, REL, SOP, SSI, STD, SYG, WOH

#### PROGRAMS:

Social Science is essentially a study of human society — that is it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals — in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized one, each with numerous subdivisions. The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed towards a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Sciences is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, those students are expected to complete the General Education requirements outlined in the section "How to Choose Your Program" and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a



degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

### EARLY CHILDHOOD EDUCATION (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for training directors and teachers of public, private, and church-related nursery schools, kindergartens, Montessori preschools, and traditional day-care centers has been developed by Palm Beach Junior College. The program is also planned to provide further instruction for in-service teachers working toward a degree in Early Childhood Education.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
COC 1110	Introduction to Computers. ....	3
DAA 1050	Fundamentals of Rhythmics. ....	2
EDF 1005	Introduction to Education. ....	3
EEC 1001	Intro. to Early Childhood Education	3
ENC 1101	Freshman Communications I. ....	3
ENC 1102	Freshman Communications II. ....	3
MGF 1120	General Education Mathematics I. .	3
POS 1001*	Introduction to Political Science ..	3
PSY 2012	General Psychology. ....	3
SPC 1600	Fundamentals of Speech. ....	3
SYG 1440	Introduction to the Social Sciences	3
	Physical Education. ....	1
		<b>33</b>

#### SOPHOMORE YEAR

ARH 1000	Art Appreciation. ....	3
or		
MUL 1010	Music Appreciation. .... (3)	
DEP 2102	Child Growth and Development ...	3
FSS 1112	Foods for Children. ....	3
HSC 1100**	Perspectives on Healthful Living ..	2
MGF 1121	General Education Mathematics II. .	3
SYG 2340***	Life Styles & Family Relationships	3
	Literature. ....	3
	Science #. ....	6
Choose 6 hours of the following:		6
CHD 1320	Methods and Materials I. .... (3)	
CHD 1338	Methods and Materials II. .... (3)	
EEC 2530#	Early Child. Dir. Obs. & Part I. .... (3)	
EEC 2532##	Early Child. Dir. Obs. & Part. II. .... (3)	
		<b>32</b>

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

\*\*\*SYG 2340 title changed from Marriage & Family Relationships.

#Science requirement dependent on university; recommended: BSC 1010, PSC 1513. EDF 2002 recommended as option.

##EEC 1006 is a co-or prerequisite.

### EDUCATION (ELEMENTARY LEVEL) (A.A. 14-329)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation. ....	3
or		
MUL 1010	Music Appreciation. .... (3)	
EDF 1005	Introduction to Education. ....	3
ENC 1101	Freshman Communications I. ....	3
ENC 1102	Freshman Communications II. ....	3
MGF 1120*	General Education Mathematics I. .	3
POS 1001**	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech. ....	3
	Physical Education. ....	2
	Science. ....	6
		<b>32</b>

#### SOPHOMORE YEAR

DEP 2102*	Child Growth and Development ...	3
GEO 1010	Principles of Geography & Conserv.	3
HSC 1100***	Perspectives on Healthful Living ..	2
MGF 1121*	General Education Mathematics II. .	3
PSY 2012	General Psychology. ....	3
WOH 1012	Ancient & Medieval Civilizations. ..	3
WOH 1022	Modern Civilizations. ....	3
	Literature. ....	6
	Electives****. ....	4
		<b>30</b>

\*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some states colleges and universities to which the student may transfer.

\*\*POS 1001 or AMH 2010 may be substituted.

\*\*\*HSC 2200 may be substituted.

\*\*\*\*Suggested electives: Foreign Languages, PHI 1100, CLP 2002.

### EDUCATION (SECONDARY LEVEL) (A.A.) (CHOOSE GOAL CODE FROM BELOW)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his advisor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

**GENERAL SOCIAL SCIENCE (A.A. 14-326)\*; GEOGRAPHY (A.A. 14-336)\*; GOVERNMENT-FOREIGN SERVICE (A.A. 14-335)\*; HISTORY (A.A. 14-327)\*; POLITICAL SCIENCE (A.A. 14-339)\*; SOCIAL SCIENCE TEACHER (A.A. 14-328)\*; ANTHROPOLOGY (A.A. 14-324)\*; SOCIOLOGY (A.A. 14-325)\***

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation. ....	3
or		
MUL 1010	Music Appreciation. .... (3)	
ENC 1101	Freshman Communications I. ....	3
ENC 1102	Freshman Communications II. ....	3
HSC 1100*	Perspectives on Healthful Living ..	2
MGF 1120	General Education Mathematics I. .	3
MGF 1121**	General Education Mathematics II. .	3
POS 1001**	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech. ....	3
STA 2014	Statistics. ....	3
	Foreign Languages - French, Spanish	12
	Literature. ....	3
	Physical Education. ....	2

Science .....	6
Electives .....	10
	62

\*HES 2121 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

1. Recommended electives: ECO 2013, WOH 1012, WOH 1022, PHI 1000, GEO 1010, PSY 2012, SPC 1600, ANT 2000, SYG 2000, ASN 2000, AMH 2580.
2. Recommended electives: GEO 1010, WOH 1012, WOH 1022, PSY 2102, MAC 1104, MAC 1114, SUR 2101, SUR 2610C, SUR 2201C, SUR 2300C, ECO 2013, ECO 2023, ASN 2000, AMH 2580.
3. Recommended electives: ART 1201, WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, POS 2041, POS 2112, ECO 2013, LIT 2210, LIT 2120, ANT 2000, SYG 2000, ASN 2000, AMH 2580.
4. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, REL 2300, POS 2041, ANT 2000, SYG 2000, ASN 2000, AMH 2580.
5. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, GEO 1010, ECO 2013, PHI 1000, ANT 2000, ASN 2000, AMH 2580.
6. Recommended electives: WOH 1012, WOH 1022, GEO 1010, AMH 2010, AMH 2020, ECO 2013, POS 2041, POS 2112, CCJ 1100, PSY 2102, DEP 2102, EDF 1005, SPC 1600, SYG 2010, ANT 2000, SYG 2000, AMH 2580.
7. Recommended electives: ECO 2013, ECO 2023, WOH 1012, WOH 1022, MAF 2001, POS 2112, CCJ 1100, PSY 2012, CLP 2002, PEP 2102, PHI 1000, FSS 1210C, cte 1310C, AMH 2010, AMH 2020, POS 2041, SPC 1600, SYG 2010, ANT 2000, SYG 2000, ASN 2000, AMH 2580, SYG 2361, SOP 2740.

**NOTE:** Senior college choice may necessitate some changes including a rearrangement of the program.

**NOTE:** The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EDF 1005	Introduction to Education (Teaching)
SPC 1600	Fundamentals of Speech
PSY 2012	General Psychology
DEP 2102	Child Growth and Development

SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech	3
SPN 1100**	Elementary Spanish I	3
SPN 1101**	Elementary Spanish II	3
WOH 1012	Ancient & Medieval Civilizations	3
WOH 1022	Modern Civilizations	3
	Literature	3
	Science	6
	Physical Education	2
		64

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*French may be substituted.

#### PRE-LAW (A.A. 14-332)

FRESHMAN YEAR		SEMESTER HOURS CREDIT
COURSE	TITLE	
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
MGF 1120	General Education Mathematics I	3
POS 1001	Introduction to Political Science	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech	3
SYG 2000	Foreign Language	6
	Science	6
	Physical Education	2
		32

SOPHOMORE YEAR		SEMESTER HOURS CREDIT
COURSE	TITLE	
AMH 2010	U.S. History to 1865	3
AMH 2020	U.S. History from 1865 to Present	3
ARH 1000	Art Appreciation	3
or		
MUL 1010	Music Appreciation	(3)
HSC 1100*	Perspectives on Healthful Living	2
MGF 1121	General Education Mathematics II	3
PHI 1100	Art of Thinking	3
POS 2041	American National Government	3
	Literature	3
	Elective	1
	Foreign Language	6
		30

\*HSC 2200 may be substituted.

#### PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)

FRESHMAN YEAR		SEMESTER HOURS CREDIT
COURSE	TITLE	
BSC 1010	Principles of Biology	3
BSC 1010L	Principles of Biology Laboratory	1
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communication II	3
HSC 1100*	Perspectives on Healthful Living	2
MGF 1120	General Education Mathematics I	3
MUL 1010	Music Appreciation	3
PEL 1011	Team Activities	1
PHI 1000	Introduction to Philosophy	3
REL 1210	Old Testament	3
SYG 1440	Introduction to the Social Sciences	3
	Foreign Language	6
	Physical Education	1
		35

#### INTERNATIONAL STUDIES (A.A. 14-333)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation	3
or		
MUL 1010	Music Appreciation	(3)
ASN 2000	Asian Studies	3
CPO 2040	Comparative Governments	3
ECO 2013	Principles of Economics I	3
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
GEO 1010	Principles of Geography & Conserv.	3
HSC 1100*	Perspectives on Healthful Living	2
LAH 2130	Latin Amer. History - Colonial Period	3
MGF 1120	General Education Mathematics I	3
MGF 1121	General Education Mathematics II	3
POS 1001**	Introduction to Political Science	3



## SOPHOMORE YEAR

ENL 2010	English Literature to 1660.....	3
MGF 1121	General Education Mathematics II.	3
POS 2041	American National Government...	3
PSC 1513	Survey of Physical Science.....	3
PSY 2012	General Psychology.....	3
REL 1243	New Testament.....	3
REL 2300	Major Religions of the World.....	3
SPC 1600	Fundamentals of Speech.....	3
	Elective.....	3
		<b>27</b>

\*HSC 2200 may be substituted.

## PSYCHOLOGY (A.A. 14-331)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I.....	3	
HSC 1100*	Perspectives on Healthful Living ..	2	
SYG 1440	Introduction to the Social Sciences	3	
	Foreign Language .....	3	
	Physical Education .....	1	
	Science .....	3	
ENC 1102	Freshman Communications II.....		3
MGF 1120	General Ed. Mathematics I (or higher)		3
PSY 2012	General Psychology.....		3
	Foreign Language .....		3
	Physical Education .....		1
	Science .....		3
		<b>15</b>	<b>16</b>

### SOPHOMORE YEAR

ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
CLP 2002	Personality Develop. & Adjustment	3	
POS 1001**	Introduction to Political Science ..	3	
SOP 2740	Feminist Psychology.....	3	
	Foreign Language .....	3	
DEP 2102	Child Growth and Development ...		3
SPC 1600	Fundamentals of Speech.....		3
STA 2014***	Statistics .....		3
	Foreign Language .....		3
	Literature .....		3
	Elective .....		1
		<b>15</b>	<b>16</b>

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*The Mathematics Department may determine special entrance requirements.

## SOCIAL WORKER (A.A. 14-330)

The social worker is a caring, compassionate, professionally trained person with the knowledge, skills and attitudes essential for the beginning professional. A core of courses are designed to prepare the student for matriculation into Bachelor's degree programs in such areas as human services, social work, counseling, gerontology, etc.

The student may volunteer for field work experience as an extracurricular activity to enhance and improve his/her preparation as a beginning professional in the broad field of "helping" professions.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
ENC 1101	Freshman Communications I.....	3	
HUS 1003	Introduction to Human Services...	3	
HUS 1100	Interviewing and Counseling .....	3	
PSY 2012	General Psychology.....	3	
ENC 1102	Freshman Communications II.....		3
MGF 1120	General Education Mathematics I.		3
MGF 1121	General Education Mathematics II.		3
SPC 1600	Fundamentals of Speech .....		3
SYG 1440	Introduction to the Social Sciences		3
		<b>15</b>	<b>15</b>

### SOPHOMORE YEAR

BSC 1010	Principles of Biology .....	3	
HUS 1200	Principles of Group Dynamics.....	3	
POS 1001*	Introduction to Political Science ..	3	
SYG 2340	Lifestyles & Family Relationships .	3	
	Physical Education .....	1	
CLP 2002	Personality Development .....		3
DEP 2102	Child Growth and Development ...		3
	Science .....		3
	Physical Education .....		1
	Electives** .....		7
		<b>13</b>	<b>17</b>
		<b>Spring</b>	
HSC 1100	Perspectives on Healthful Living ..	2	
		<b>2</b>	

\*AMH 2010 or POS 2041 may be substituted.

\*\*Foreign language encouraged.

HUS 1531 Counseling the Chemically Dependent

# Engineering Technology

**FACULTY:** Bussell (Chairperson), Arnold, Book, Carlos, Davis, Gans, Grimm, Millard, Pultz, PBJC North, Moon, Turecki, PBJC South, Lane, Voils.

**MAJORS:** It is possible to complete some programs in four regular semesters. However, depending upon the student's entry level and the frequency of course offerings, certain programs will require the attendance at the Spring and/or Summer Term(s).

## ASSOCIATE DEGREE PROGRAMS (A.S.)

Building Construction Management  
Commercial Pilot Technology  
Computer Technology  
Drafting and Design Technology  
Electronics Technology  
Fire Science Technology  
Land Surveying

## CERTIFICATE PROGRAMS

Commerical Pilot  
Computer Technology  
Drafting Specialist  
Electronics Technology  
Surveyor Technician

## COLLEGE PARALLEL PROGRAMS (A.A.)

Building Construction  
Computer Science (Business Option)  
Computer Science (Systems Option)  
Engineering (all branches)  
Industrial Arts (teacher)

**COURSE PREFIXES:** AER, ASC, ATF, ATT, BCN, CAP, CET, COC, COP, EET, EGN, EST, ETD, ETE, ETG, ETI, ETM, FFP, MTB, SUR

## ASSOCIATE DEGREE PROGRAMS:

### BUILDING CONSTRUCTION MANAGEMENT (A.S. 08-198)

This Building Construction curriculum is designed for persons currently employed in the construction business who wish to advance themselves in the management area. A student who wishes a certificate rather than an Associate in Science Degree may do so by completing only the Building Construction courses and qualifying for the Building Construction Experience credit.

#### BUILDING CONSTRUCTION COURSES

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BCN 1272	Plans Interpretation .....	3	
BCN 1616	Advanced Construction Estimating	3	
BCN 1740	Construction Law .....	3	
BCN 1750	Construction Finance .....	3	
BCN 2220	Construction Materials & Methods	3	
BCN 2712	Construction Supervision Procedure	3	
BCN 2941	Building Construction Experience	3	
SUR 1100	Basic Surveying .....	3	
		24	

#### ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

BCN 1210	Building Construction Materials...	3
BCN 2253C	Architectural Drafting .....	3
ENC 1101	Freshman Communications I .....	3
ENC 1102	Freshman Communications II .....	3
ETD 1110C	Introduction to Technical Drawing	2
HSC 1100*	Perspectives on Healthful Living ..	2
HSC 1400	Standard First Aid & Personal Safety	1
MTB 1321	Technical Mathematics I .....	3
MTB 1322	Technical Mathematics II .....	3
POS 2041**	American National Government...	3
PSC 1341	Physical Science II .....	3
SYG 1440	Introduction to the Social Sciences	3
SUR 2101C	Surveying I .....	4
	Physical Education .....	2
		38

\*HSC 2200 may be substituted.

\*\*POS 1001 or AMH 2010 may be substituted.

**NOTE:** SUR 1100 Basic Surveying may be A.S. credit for graduation in the Building Construction Management Program in lieu of any of the above construction courses.

## COMMERCIAL PILOT TECHNOLOGY (A.S. 08-197)

This program is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation. The student may pursue a certificate program by completion of those courses marked with the symbol "#".

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
#ASC 1001	Private Pilot Ground School.....	3	
#ASC 1640	Propulsion Systems.....	3	
ENC 1101	Freshman Communications I .....	3	
MTB 1321***	Technical Mathematics I .....	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education .....	1	
#ASC 1320	Aero-Safety and Regulations.....		2
#ASC 2550	Aerodynamics .....		3
#ATF 1100	Flight - Private .....		3
#ATT 1600	Bas. Instrument Flight Simulator Lab		1
ENC 1102	Freshman Communications II .....		3
MTB 1322***	Technical Mathematics II .....		3
	Physical Education .....		1
		16	16

### SOPHOMORE YEAR

#ASC 1210	Aero-Meterology .....	3	
#ATF 2200	Flight - Commerical .....	3	
#ATT 2605	Bas. Instrument Flight Adv. Sim. Lab		1
HSC 1100**	Perspectives on Healthful Living ..		2
POS 1001*	Introduction to Political Science ..		3
PSC 1513	Survey of Physical Science .....		3
#ASC 1110	Aero-Navigation .....		3
#ASC 2005	Aerospace and Air Travel .....		3
#ASC 2690	Instrument Ground School .....		3
#ATF 2300	Flight - Instrument .....		3
#ATT 2610	Advanced Instrument Flight Sim. Lab		1
PSC 1341	Introduction to Physics & Chemistry		3
		15	16

The following credit shall be given if the student holds

#### PRIVATE LICENSE

ASC 1001  
ATF 1100

#### COMMERCIAL LICENSE

ASC 1001  
ATF 1100  
ATF 2200

#### INSTRUMENT LICENSE

ASC 1101  
ASC 2690  
ATF 1100  
ATF 2300

\*AMH 2010 or POS 2041 may be substituted.

\*\*HSC 2200 may be substituted.

#Indicates certificate course.

\*\*\* MAT 1033 may be substituted.

\*\*\*\*MAT 1104 may be substituted.

**NOTE:** Students should check with their advisors for specific course that may be required by some upper division schools.



**COMMERCIAL PILOT TECHNOLOGY**  
Operations Option (A.S. 08-197)

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ASC 1001	Private Pilot Ground School .....	3	
ASC 1640	Propulsion Systems .....	3	
ENC 1101	Freshman Communications I.....	3	
MAT 1033	Intermediate Algebra .....	3	
SYG 1440	Introduction to the Social Sciences .....	3	
	Physical Education .....	1	
ASC 1320	Aero-Safety and Regulations.....		2
COC 1110	Introduction to Computers.....		3
ENC 1102	Freshman Communications II.....		3
GEB 1011	Introduction to Business .....		3
MAC 1104	College Algebra.....		3
	Physical Education .....		1
		16	15

**SOPHOMORE YEAR**

ACG 2001	Principles of Accounting I .....	3	
BUL 2111	Business Law I .....	3	
ENC 1210	Technical Writing .....	3	
HSC 1100*	Perspectives on Healthful Living ..	2	
POS 1001**	Introduction to Political Science ..	3	
PSC 1513	Survey of Physical Science .....	3	
ASC 2005	Aerospace and Air Travel .....		3
ECO 2013	Principles of Economics I.....		3
MAN 2021	Principles of Management.....		3
MAN 2800	Small Business Management .....		3
PSC 1341	Introduction to Physics & Chemistry ..		3
		17	15

\*HSC 2200 may be substituted.

\*\*AMH 2010 or POS 2041 may be substituted.

**COMPUTER TECHNOLOGY (A.S. 08-126)**

The student may pursue a certificate program by completion of those courses marked with the symbol "#".

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
#COC 1040	Structured Programming .....	3	
#COC 1110	Introduction to Computers.....	3	
ENC 1101	Freshman Communications I.....	3	
MGF1120**	General Education Mathematics I ..	3	
SPC 1600	Fundamentals of Speech .....	3	
#COP 1160	Programming RPG II .....		3
#COP 1400	Basic Assembly Language.....		3
ECO 2013	Principles of Economics I.....		3
ENC 1102	Freshman Communications II.....		3
POS 1001*	Introduction to Political Science ..		3
	Physical Education .....		1
		15	16

**SOPHOMORE YEAR**

APA 1111	Bookkeeping .....	3	
#COP 2120	Programming COBOL .....	3	
#COC 2301	Systems and Applications .....	3	
MGF1121**	General Education Mathematics II ..	3	
	Electives.....	3	
#COP 2121	COBOL Applications .....		3
ETI 2633	Industrial Relationships .....		3

HSC 1100**	Perspectives on Healthful Living ..	2	
	Physical Education .....	1	
	Electives**** .....	7	
		15	16

#Indicates certificate program.

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

\*\*\*Higher math may be substituted.

\*\*\*\*Electives should be cleared with academic advisor.

**DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)**

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in such design areas as are in the responsibility of the draftsman.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
EET 1004C	Essentials of Electricity .....	3	
EEN 1119*	Engineering Graphics .....	3	
MTB 1321	Technical Mathematics I .....	3	
POS 1001**	Introduction to Political Science ..	3	
	Physical Education .....	1	
CAP 1220	Computer Drafting .....		2
ETD 1601C	Electrical Drafting .....		2
ETD 1731	Fabrication Drafting .....		3
ETI 1411C	Manufacturing Processes .....		3
HSC 1100*	Perspectives on Healthful Living ..		2
MTB 1322	Technical Mathematics II.....		3
		16	15

**SOPHOMORE YEAR**

BCN 1210	Construction Materials .....	3	
BCN 2253C	Architectural Drafting .....	3	
ETD 2801C	Technical Illustration.....	3	
ETG 2530C	Properties & Testing of Materials ..	4	
PSC 1341	Introduction to Physics & Chemistry ..	3	
CAP 2230	Advanced Computer Drafting .....		3
ENC 1210	Technical Writing .....		3
ETD 2121C	Surveying Drawing .....		2
ETD 2705	Machine/Mechanical Drafting.....		3
ETI 2633	Industrial Relationships .....		3
	Physical Education .....		1
		16	15

\*If a student has not completed a high school course in drafting, he must take ETD 1110C Introduction to Technical Drawing.

\*\*POS 2041 or AMH 2010 may be substituted.

**ELECTRONICS TECHNOLOGY (A.S. 08-177)**

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and

electronics to practical problems of design and construction on research and development. At Palm Beach Junior College, students become familiar with the latest theory and practice in electrical and electronical circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

The student may pursue a certificate program by completion of those courses marked with the symbol "#".

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
#EET 1033	Circuit Analysis .....	3	
#EET 1033L	Circuit Analysis Laboratory .....	1	
#CET 2112C	Logic Circuits .....	4	
HSC 1100*	Perspectives on Healthful Living ..	2	
#MTB 1321	Technical Mathematics I .....	3	
	Physical Education .....	1	
ENC 1102	Freshman Communications II .....		3
ETD 1601C	Electrical Drafting .....		2
#CET 2143C	Microprocessors .....		4
#MTB 1322	Technical Mathematics II .....		3
POS 1001**	Introduction to Political Science ..		3
	Physical Education .....		1
		17	16
Spring			
#EET 1104	Basic Electronics .....	3	
		3	

### SOPHOMORE YEAR OPTION-ELECTRONICS

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
EET 2121C	Electronics I .....	4	
EET 2515	DC and AC Dynamos .....	4	
POS 1001**	Introduction to Political Science ..	3	
	Physical Education .....	1	
	Technical Electives .....	4	
EET 2122C	Electronics II .....		4
ETT 2322	Communication Electronics .....		4
or			
EST 2541C	Servo-Mechanism & Instrumentation ..		4
ETI 2633	Industrial Relationships .....		3
	Physical Education .....		1
		16	12

### OPTION-POWER

EET 2121C	Electronics I .....	4	
EET 2545	Power Transmission .....	3	
EET 2515C	DC and AC Dynamos .....	4	
POS 1001**	Introduction to Political Science ..	3	
	Physical Education .....	1	
EET 2122C	Electronics II .....		4
EST 2541C	Servo-Mechanism & Instrumentation ..		4
ETG 2530C	Properties and Testing of Materials ..		4
	Physical Education .....		1
		15	13

#Indicates certificate program.

\*HSC 2200 may be substituted.

\*\*AMH 2010 or POS 2041 may be substituted.

### FIRE SCIENCE TECHNOLOGY (A.S. 08-195)

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire science categories. A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Science Technology courses.

Students in the Fire Science Program may receive 2 semester hours credit for EMT 1 by presenting a valid current state certificate to the department chairperson.

Eight semester hours credit will be awarded for EMS 2234 EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC I, if the student presents a valid current state certificate to the department chairperson.

### FIRE SCIENCE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
FFP 1000	Intro. to Fire Science Technology ..	3	
FFP 1203	Fire Prevention .....	3	
FFP 1600	Fire Apparatus and Equipment ....	3	
FFP 1640	Fire Hydraulics .....	3	
FFP 2300	Related Fire Codes & Ordinances ..	3	
FFP 2320	Building Constr. for Fire Protection ..	3	
FFP 2100	Fire Administration .....	3	
FFP 2240	Fire Investigation & Arson Detection ..	3	
FFP 2410	Strategies in Emergency Mgmt. ....	3	
			27

### ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

BCN 1272	Plans Interpretation .....	3	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....	3	
HSC 1100*	Perspectives on Healthful Living ..	2	
HSC 1400**	Standards First Aid & Personal Safety ..	1	
PHI 1100	The Art of Thinking .....	3	
MAN 2100	Human Relations .....	3	
MGF 1120	General Education Mathematics I ..	3	
POS 2112	American State and Local Govt. ..	3	
SPC 1600	Fundamentals of Speech .....	3	
SYG 1440	Introduction to the Social Sciences ..	3	
POS 1001***	Introduction to Political Science ..	3	
	Physical Education .....	2	
	Elective .....	3	
			38

\*HSC 2200 may be substituted.

\*\*A student holding a first aid instructor's course certificate may substitute an elective for HSC 1400.

\*\*\*POS 2041 or AMH 2010 may be substituted.

### LAND SURVEYING (A.S. 08-179)

This program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination. The student may pursue a certificate program by completion of those courses marked with the symbol "#".

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
#ETD 1110C*	Introduction to Technical Drawing ..	2	
#MTB 1321**	Technical Mathematics I .....	3	



SYG 1440	Introduction to the Social Sciences	3	
#SUR 2101	Surveying I	4	
ENC 1102	Freshman Communications II	3	
#ETD 2121C	Surveying Drawing	2	
#MTB 1322*	Technical Mathematics II	3	
POS 1001**	Introduction to Political Science	3	
#SUR 2201C	Surveying III	4	
	Physical Education	1	
		15	16

#### SOPHOMORE YEAR

#SUR 2300C	Topography and Mapping	3	
SUR 2330	Photogrammetry	3	
#SUR 2400	Legal Aspects of Surveying	3	
SUR 2610C	Surveying II	4	
	Electives****	3	
	Electives****		3
SUR 2402	Land Surveying and Descriptions	3	
SUR 2460	Subdivisions	3	
HSC 1400	Standard First Aid & Personal Safety	1	
#SUR 2500	Electronic & Geodetic Surveying	4	
	Physical Education	1	
		16	15

#Indicates certificate program.

\*For those with previous drawing experience, EGN 1112 is required.

\*\*MAC 1114 and MAC 2311 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*ACG 2001 or BUL 2111 is recommended.

### COLLEGE PARALLEL PROGRAMS (A.A.)

#### BUILDING CONSTRUCTION (A.A. 08-185)

##### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000	Art Appreciation	3	
or			
MUL 1010	Music Appreciation	(3)	
COC 1110	Introduction to Computers	3	
ENC 1101	Freshman Communications I	3	
MAC 1104	College Algebra	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education	1	
EGN 1112	Engineering Graphics		3
ENC 1102	Freshman Communications II		3
HSC 1100*	Perspectives on Healthful Living		2
MAC 1114	Trigonometry		3
SPC 1600	Fundamentals of Speech		3
	Physical Education		1
		16	15

##### SOPHOMORE YEAR

ACG 2001	Principles of Accounting I	3	
BCN 1210	Building Construction Materials	3	
BCN 2253C	Architectural Drafting	3	
PHY 2023	General Physics I	3	
PHY 2048L	General Physics I Laboratory	1	
POS 1001**	Introduction to Political Science	3	
EGN 2312	Statics		3
MAC 2311	Calculus with Analytic Geometry I		4
PHY 2024	General Physics II		3
PHY 2049L	General Physics II Laboratory		1
	Literature		3
	General Education Electives		3
		16	17

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

The University of Florida requires that a course in geology be completed during the first two years of the college program.

#### COMPUTER SCIENCE (A.A. 08-127) (Business Option)

##### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000	Art Appreciation		3
or			
MUL 1010	Music Appreciation	(3)	
COC 1110	Introduction to Computers		3
COP 1400	Basic Assembly Language		3
ECO 2013	Principles of Economics I		3
ECO 2023	Principles of Economics II		3
ENC 1101	Freshman Communications I		3
ENC 1102	Freshman Communications II		3
HSC 1100*	Perspectives on Healthful Living		2
MAC 1104	College Algebra		3
SYG 1440	Introduction to the Social Sciences		3
	Physical Education		2
			31

##### SOPHOMORE YEAR

ACG 2001	Principles of Accounting I	3	
ACG 2011	Principles of Accounting II	3	
COP 2110	Mathematical Programming (Fortran IV)		3
COP 2120	Programming COBOL		3
POS 1001**	Introduction to Political Science		3
PSY 2012	General Psychology		3
SPC 1600	Fundamentals of Speech		3
STA 2014	Statistics		3
	Literature		3
	Science		6
			33

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

#### COMPUTER SCIENCE (A.A. 08-127) (Systems Option)

##### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
COC 1110	Introduction to Computers		3
COP 1400	Basic Assembly Language		3
ENC 1101	Freshman Communications I		3
ENC 1102	Freshman Communications II		3
HSC 1100*	Perspectives on Healthful Living		2
MAC 1104	College Algebra		3
MAC 1114	Trigonometry		3
POS 1001**	Introduction to Political Science		3
SYG 1440	Introduction to the Social Sciences		3
STA 2014	Statistics		3
	Physical Education		2
			31

## SOPHOMORE YEAR

ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
COP 2110	Mathematical Programming .....	3
COP 2121	Programming COBOL .....	3
MAC 2311	Calculus with Analytic Geometry I ..	4
MAC 2312	Calculus with Analytic Geometry II ..	4
PHY 2023	General Physics I .....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2024	General Physics II .....	3
PHY 2049L	General Physics II Laboratory .....	1
PSY 2012	General Psychology .....	3
SPC 1600	Fundamentals of Speech .....	3
	Literature .....	3
		<b>34</b>

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

## ENGINEERING (A.A. 08-176)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics, along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in his engineering career.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Laboratory ...	1	
ENC 1101	Freshman Communications I .....	3	
MAC 1114	Trigonometry .....	3	
SYG 1440	Introduction to the Social Sciences	3	
SPC 1600	Fundamentals of Speech .....	3	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Laboratory ...		1
EGN 1112	Engineering Graphics .....		3
ENC 1102	Freshman Communications II .....		3
MAC 2311	Calculus with Analytic Geometry I ..		4
POS 1001*	Introduction to Political Science ..		3
		<b>16</b>	<b>17</b>

## SOPHOMORE YEAR

HSC 1100**	Perspectives on Healthful Living ..	2	
MAC 2312	Calculus with Analytic Geometry II ..	4	
PHY 2048	General Physics with Calculus I ...	3	
PHY 2048L	Gen. Physics with Calculus I Lab.	1	
	Physical Education .....	1	
	Electives .....	3	
	Literature .....	3	
ARH 1000	Art Appreciation .....		3
or			
MUL 1010	Music Appreciation .....		(3)
MAC 2313	Calculus with Analytic Geometry III ..		4
PHY 2049	General Physics with Calculus II ..		3
PHY 2049L	General Physics with Calculus II Lab.		1
	Physical Education .....		1
	Electives*** .....		3
		<b>17</b>	<b>15</b>

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

\*\*\*COP 2110 is recommended as an elective.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division schools.

The University of Florida required that a course in general biology be completed during the first two years of the college program.

## INDUSTRIAL ARTS (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a Bachelor's degree in Industrial Arts Education. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....		(3)
EGN 1112	Engineering Graphics .....	3	
ENC 1101	Freshman Communications I .....	3	
MAC 1104	College Algebra .....	3	
SYG 1440	Introduction to the Social Sciences	3	
	Physical Education .....	1	
AMH 2010*	United States History to 1865* ....		3
ENC 1102	Freshman Communications II .....		3
HSC 1100**	Perspectives on Healthful Living ..		2
MAC 1114	Trigonometry .....		3
SPC 1600	Fundamentals of Speech .....		3
	Physical Education .....		1
		<b>16</b>	<b>15</b>

## SOPHOMORE YEAR

BCN 1210	Building Construction Materials ...	3	
BCN 2253C	Architectural Drafting .....	3	
GRA 1501	Graphic Arts I .....	3	
PHY 2023	General Physics I .....	3	
PHY 2048L	General Physics I Laboratory .....	1	
	General Education Electives*** ..	3	
PHY 2024	General Physics II .....		3
PHY 2049L	General Physics II Laboratory .....		1
PSY 2012	General Psychology .....		3
	Literature .....		3
	General Education Electives .....		6
		<b>16</b>	<b>16</b>

\*POS 1001 or POS 2041 may be substituted.

\*\*HSC 1100 may be substituted.

\*\*\*Suggested electives: ART 1110, ART 1111, OST 1100, EDF 1005, PHI 1100, CLP 2002.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division schools.

# Mathematics

**FACULTY:** Wing (Chairperson), Alber, Evans, Hamlin, Hitchcock, Koza, Langston, O'Brien, R. Shaw, Van Wyhe. PBJC Glades, Campbell. PBJC North, Barton, Collins, Still, Walch. PBJC South, Christy, Suttle, Terhune (Division Chairperson), Van Pelt.



**MAJORS:** Mathematics.

**COURSE PREFIXES:** COP, MAC, MAP, MAT, MGF, MTB, STA

**PROGRAMS:**

**MATHEMATICS (A.A. 11-251)**

		<b>FRESHMAN YEAR</b>	
<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>	
		<b>Fall</b>	<b>Winter</b>
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....		3
FRE 1100	Elementary French I .....	3	
FRE 1101	Elementary French II .....		3
MAC 2311	Calculus with Analytic Geometry I .....	4	
MAC 2312	Calculus with Analytic Geometry II .....		4
COP 2110	Mathematical Programming .....		3
SYG 1440	Introduction to the Social Sciences .....	3	
POS 1001*	Introduction to Political Science ..		3
	Physical Education .....	1	1
		17	17

		<b>SOPHOMORE YEAR</b>	
	Literature .....	3	
FRE 2200	Intermediate French I .....	3	
FRE 2201	Intermediate French II .....		3
HSC 1100**	Perspectives on Healthful Living ..	2	
MAC 2313	Calculus with Analytic Geometry III ..	4	
MAP 2302	Differential Equations .....		3
STA 2014	Statistics .....		3
PHY 2048	General Physics with Calculus I ...	3	
PHY 2048L	General Physics with Calculus I Lab.	1	
PHY 2049	General Physics with Calculus II ..		3
PHY 2049L	Gen. Physics with Calculus II Lab.		1
SPC 1600	Fundamentals of Speech .....		3
		16	16

\* POS 2041 or AMH 2010 may be substituted.

\*\* HSC 2200 may be substituted.

**NOTE:** Prospective teachers should also take the following:

EDF 1005 Introduction to Education

PSY 2012 General Psychology

**Music**

**FACULTY:** Albee (Program Coordinator), Gross, Johnson, Jones, Keaton, Pryweller

**MAJORS:** Music (A.A.), Music (A.S.), Popular Music and Jazz(A.S.), Popular Music and Jazz (Certificate Program)

**COURSE PREFIXES:** MUC, MUE, MUH, MUL, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW

**PROGRAMS:**

**MUSIC, MUSIC EDUCATION (A.A. 12-276)**

This curriculum is designed for students who plan to work for the Baccalaureate Degree in one of the following: Applied Music, Music Composition, Music Education, Music

History and Literature, Music Merchandising, Musicology, Music Theory, or Sacred Music.

Candidates for this degree must pass a piano proficiency examination prior to graduation. Students who are piano majors will select courses in applied music class instruction other than MVK 111A, B and MVK 2121A, B.

Music Composition and Music Education majors should add instrumental techniques courses: MUE 2440, 2450, 2460, and 2470.

		<b>FRESHMAN YEAR</b>	
<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>	
MUS 0010	Recital Seminar .....	0	
	Ensembles .....	2	
	Applied Music .....	4	
MUT 1111	Music Theory I .....	3	
MUT 1112	Music Theory II .....	3	
MUT 1241	Ear Training & Sight Singing I .....	1	
MUT 1242	Ear Training & Sight Singing II .....	1	
MVK 1111A	Class Instruction - Piano I .....	(1)	
MVK 1111B	Class Instruction - Piano II .....	(1)	
MVK 2121A	Class Instruction - Piano III .....	(1)	2
MVK 2121B	Class Instruction - Piano IV .....	(1)	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....	3	
HSC 1100*	Perspectives on Healthful Living ..	2	
POS 1001**	Introduction to Political Science ..	3	
SYG 1440	Introduction to the Social Sciences ..	3	
	Physical Education .....	2	
	Science .....	3	
		35	

		<b>SOPHOMORE YEAR</b>	
	Applied Music .....	4	
	Ensembles .....	2	
MUH 2111	Introduction to Music History I .....	3	
MUH 2121	Introduction to Music History II ..	3	
MUS 0010	Recital Seminar .....	0	
MUT 2116	Music Theory III .....	3	
MUT 2117	Music Theory IV .....	3	
MUT 2231	Keyboard Harmony I .....	1	
MUT 2232	Keyboard Harmony II .....	1	
MUT 2246	Ear Training & Sight Singing III ...	1	
MUT 2247	Ear training & Sight Singing IV ..	1	
MGF 1120	General Education Mathematics I ..	3	
MGF 1121	General Education Mathematics II ..	3	
PSC 1513	Survey of Physical Science I .....	3	
SPC 1600	Fundamentals of Speech .....	3	
	Literature .....	3	
		37	

\* HSC 2200 may be substituted.

\*\* POS 2041 or AMH 2010 may be substituted.

**MUSIC (A.S. 12-278)**

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The nonmusic electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

		<b>FRESHMAN YEAR</b>	
<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>	
	Applied Music .....	4	
	Ensembles .....	2	

MUS 0010	Recital Seminar.....	0
MUT 1001	Music Fundamentals.....	3
MVK 1111A	Class Instruction - Piano I..... (1)	
MVK 1111B	Class Instruction - Piano II..... (1)	2
MVK 2121A	Class Instruction - Piano III..... (1)	
MVK 2121B	Class Instruction - Piano IV..... (1)	
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
POS 1001*	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences	3
SPC 1600	Fundamentals of Speech.....	3
	Physical Education .....	2
	Electives .....	3
		31

#### SOPHOMORE YEAR

	Applied Music .....	4
	Ensembles .....	2
MUH 2111	Introduction to Music History I....	3
MUH 2121	Introduction to Music History II ...	3
MUS 0010	Recital Seminar.....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Ear Training & Sight Singing I.....	1
MUT 1242	Ear Training & Sight Singing II.....	1
HSC 1100**	Perspectives on Healthful Living ..	2
PSY 2012	General Psychology.....	6
	Electives***.....	6
		31

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2200 may be substituted.

\*\*\*Six hours of MUS 1949 and MUS 2949 may be substituted.

#### POPULAR MUSIC AND JAZZ (A.S. 12-279)

This is a two-year technical program that prepares students for professional careers in Pop, Jazz, Rock, and commercial music-performer, arranger, composer. It may serve as a basis for more advanced study, also.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Music .....	4
	Ensembles .....	2
MUC 2301	Introduction to Electronic Music ..	3
MUH 2020	History and Appreciation of Jazz ..	3
MUS 0010	Recital Seminar.....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Ear Training & Sight singing I.....	1
MUT 1242	Ear Training & Sight Singing II.....	1
MVK 1111A	Class Instruction - Piano I..... (1)	
MVK 1111B	Class Instruction - Piano II..... (1)	2
MVK 2121A	Class Instruction - Piano III..... (1)	
MVK 2121B	Class Instruction - Piano IV..... (1)	
MVV 1111	Class Voice .....	1
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
	Physical Education .....	2
	Electives .....	1
		32

#### SOPHOMORE YEAR

	Applied Music .....	4
	Ensembles .....	2
MUH 2111	Introduction to Music History I....	3
MUH 2121	Introduction to Music History II ...	3
MUS 0010	Recital Seminar.....	0
MUT 1351	Jazz Arranging I.....	2

MUT 1352	Jazz Arranging II.....	2
MUT 2116	Music Theory III.....	3
MUT 2231	Keyboard Harmony I.....	1
MUT 2246	Ear Training & Sight Singing III....	1
MUT 2641	Instrumental Improvisation .....	1
or		
MUM 2031	Pop Vocal Style I..... (1)	
MVS 1116	Class Guitar.....	1
HSC 1100*	Perspectives on Healthful Living ..	2
POS 1001**	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences	3
	Electives***.....	3
		34

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

#### POPULAR MUSIC AND JAZZ (ONE YEAR CERTIFICATE PROGRAM)(C.T. 12-280)

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Music .....	4
	Music Ensemble .....	2
MUH 2020	History and Appreciation of Jazz ..	3
MUH 2111	Introduction to Music History .....	3
MUS 0011	Seminar in Music .....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Ear Training & Sight Singing I.....	1
MUT 1242	Ear Training & Sight Singing II.....	1
MUT 1351	Jazz Arranging.....	2
MUT 2641	Instrumental Improvisation .....	1
or		
MUM 2031	Pop Vocal Style I..... (1)	
MVV 1111	Class Voice .....	1
	Electives* .....	8
		32

\*Six hours of MUS 1949 and MUS 2949 may be substituted.

## Nursing

**FACULTY:** Morgan (Chairperson), Arora, Bartolone, Benken, Borman, Campbell, Drawdy, Harden, Harrell, Hull, Leapman, Merkle, Poole, Reeder, Sullivan, Violette, Woods

**MAJORS:** Nursing, Pre-Nursing

**COURSE PREFIXES:** NUR

#### PROGRAMS:

##### NURSING (A.S. 13-301)

Please refer to Admission Requirements.

This program is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. Any student convicted of a felony must have the charge reviewed by the State Board of Nursing prior to writing the licensure exam. The program leads to graduation with the Associate in Science degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. It is recommended that each student who plans to enter PBJC ADN program see a member of the nursing faculty for an interview.



All nursing courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

The student must maintain at least a "C" average to remain in the program and must make a "C" or above in all nursing courses, Anatomy and Physiology, and Microbiology. Sciences must have been taken within five years. It is strongly recommended that Anatomy and Physiology be taken prior to entering the program. If a student has taken MGF 1120K (Ratio and Proportion) more than six months prior to entering the program, he/she must pass an exam to prove competence in the course content.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
APB 1170	Microbiology .....	2	
APB 1170L	Microbiology Laboratory .....	1	
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology I Lab. ...	1	
ENC 1101	Freshman Communications I .....	3	
MGF 1120K*	Ratio and Proportion .....	1	
NUR 1023	Nursing Concepts.....	6	
PSY 2012	General Psychology.....	3	
APB 1191	ANatomy and Physiology II .....		2
APB 1191L	Anatomy and Physiology II Lab....		1
DIE 1201	Nutrition—Health and Disease....		3
ENC 1102	Freshman Communications II.....		3
NUR 1210C	Nursing Process I.....		6
NUR 2130	Human Growth and Development ..		2
		19	17

\* May be challenged—Must do so before time to sign up for class.

SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Spring	
One of the following:			
NUR 2211C	Nursing Process II-A .....	5	
NUR 2421C	Nursing Process II-B .....	(5)	
NUE 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
		Fall	Winter
Two of the following:			
NUR 2211C	Nursing Process II-A .....	5	
NUR 2421C	Nursing Process II-B .....	5	
NUR 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
Plus			
NUR 1140	Nursing Pharmacology .....	1	
	Physical Education .....	1	
SYG 1440	Introduction to the Social Sciences	3	
Two of the following:			
NUR 2211C	Nursing Process II-A .....	5	5
NUR 2421C	Nursing Process II-B .....		5
NUR 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
Plus			
NUR 1140	Nursing Pharmacology .....		(1)
	Physical Education .....		1
POS 1001*	Introduction to Political Science ..		3
		15	14 (15)

\* POS 2041 or AMH 2010 may be substituted.

TEN MONTH LPN TO RN PROGRAM

(Courses to be taken after student has met prerequisites)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Spring	
One of the following:			
NUR 2211C	Nursing Process II-A .....	5	
NUR 2421C	Nursing Process II-B .....	(5)	
NUR 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
		5	
		Fall	Winter
Two of the following:			
NUR 2211C	Nursing Process II-A .....	5	
NUR 2421C	Nursing Process II-B .....	5	
NUR 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
NUR 2000*	Introduction to Professional Nursing	1	
Two of the following:			
NUR 2211C	Nursing Process II-A .....	5	
NUR 2421C	Nursing Process II-B .....	5	
NUR 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
NUR 2000*	Introduction to Professional Nursing		1
		10 (11)	10 (11)

\* Offered only Fall and Winter. Must be taken prior to entering nursing courses or concurrently with first nursing course.

PRE-NURSING (A.A. 13-302)

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at the junior college. In some cases, it may be advisable to transfer at the end of the freshman year.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology I Lab. ...	1	
CHM 1015	Principles of Chemistry.....	3	
ENC 1101*	Freshman Communications I .....	3	
MGF 1120*	General Education Mathematics I ..	3	
PSY 2012	General Psychology.....	3	
APB 1191	Anatomy and Physiology II .....		2
APB 1191L	Anatomy and Physiology II Lab....		1
CHM 1045	General Chemistry I .....		3
CHM 1045L	General Chemistry I Laboratory ...		1
ENC 1102*	Freshman Communications II.....		3
MGF 1121*	General Education Mathematics II..		3
POS 1001**	Introduction to Political Science ..		3
		15	16

## SOPHOMORE YEAR

APB 1170	Microbiology .....	2	
APB 1170L	Microbiology Laboratory .....	1	
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
CHM 1046	General Chemistry II .....	3	
CHM 1046L	General Chemistry II Laboratory...	1	
HSC 1100**	Perspectives on Healthful Living ..	2	
MAC 1104	College Algebra .....	3	
	Physical Education .....	1	
CLP 2002	Personality Development .....		3
HUM 1201	Elements of Nutrition .....		3
SPC 1600	Fundamentals of Speech .....		3
SYG 1440	Introduction to the Social Sciences		3
	Literature* .....		3
	Physical Education .....		1
		16	16

\*Must earn a "C" or better.

\*\*POS 2041 or AMH 2010 (required in many BSN programs) may be substituted.

\*\*\*HSC 2200 may be substituted.

# Physical Education

**FACULTY:** Reynolds (Chairperson, Bell, M. Faquir, Knowles, PBJC North, Madson, PBJC South, Blanton

**MAJORS:** Physical Education

**COURSES PREFIXES:** DAA, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET

**PROGRAMS:**

**PHYSICAL EDUCATION (A.A. 10-227)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology I Lab. ....	1	
ENC 1101	Freshman Communications I .....	3	
MGF 1120	General Education Mathematics I ..	3	
PEO 1510	Fundamentals of Soccer .....	2	
PEO 1121	Fundamentals of Golf .....	1	
PEO 1141	Fundamentals of Archery.....	1	
PET 2000	Introduction to Physical Education	3	
APB 1191	Anatomy and Physiology II .....		2
APB 1191L	Anatomy and Physiology II Lab....		1
ENC 1102	Freshman Communications II.....		3
MGF 1121	General Education Mathematics II..		3
PEO 2351	Fundamentals of Racquet Sports ..		3
PEP 1201	Fund. of Stunts, Tumbling & Gymnastics		3
		16	15

## SOPHOMORE YEAR

HSC 2200	Life Science and Health .....	3	
MUL 1010	Music Appreciation .....	3	
PEO 1323	Volleyball:Fund'mtals & Officiating	3	
SYG 1440	Introduction to the Social Sciences	3	
SPC 1600	Fundamentals of Speech .....	3	
DAA 1050	Fundamentals of Rhythmics .....		2
ENL 2010	English Literature.....		3
PEO 2623	Fundamentals of Basketball .....		2
PEP 2101	Essentials of Fitness.....		3

POS 1001*	Introduction to Political Science ..	3	
PSY 2012	General Psychology .....	3	
		15	16

\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

# Science

**FACULTY:** Dasher (Chairperson), PBJC Glades, Phillips, PBJC North, Marsteller (Division Chairperson), Marquez, Nycz, Potenza, Ray, PBJC South, Colombo, Krieger.

**BIOLOGY SECTION:** Aldridge, Allred, Bailey, Butler, Caylor, Hartman, Hilliard, McCracken

**MAJORS:** General Biology, Science Education, Water and Wastewater Technology, Zoology

**COURSE PREFIXES:** APB, BOT, BSC, EVS, MCB, OCB, PCB, ZOO

**PROGRAMS:**

It is understood that the co-requisite for the laboratory is the lecture and vice versa, that a student must enroll in both initially and if he withdraws before the 10 week period, he must withdraw from both lecture and lab. After the 10 week period, the student may withdraw from either the lecture or the laboratory.

**GENERAL BIOLOGY (A.A. 02-026)**

**SCIENCE EDUCATION (A.A. 02-029)**

**WATER AND WASTEWATER TECHNOLOGY (A.S. 02-199)**

**ZOOLOGY (A.A. 02-034)**

**SUGGESTED CURRICULUM:** The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program:

**GENERAL BIOLOGY (A.A. 02-026)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Lab. ....	1	
BOT 1010	General Botany I .....	3	
BOT 1010L	General Botany I Lab. ....	1	
or			
ZOO 1013	General Zoology .....	(3)	
ZOO 1013L	General Zoology Lab. ....	(1)	
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Lab. ....	1	
CHM 1046	General Chemistry II .....	3	
CHM 1046L	General Chemistry II Lab. ....	1	
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II.....	3	
MAC 1104	College Algebra .....	3	
MAC 1114	Trigonometry .....	3	
	Physical Education .....		2
SYG 1440	Introduction to the Social Sciences		3
			33



## SOPHOMORE YEAR

ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
BOT 1153	Botany II .....	(3)
BOT 1153L	Botany II Laboratory .....	(1)
ZOO 2713	Comparative Vertebrate Anatomy I .....	3
ZOO 2713L	Comp. Vertebrate Anatomy I Lab. ....	1
PCB 2063	Genetics .....	3
PCB 2063L	Experiments in Genetics .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab. ....	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Lab. ....	1
or		
PHY 2023	General Physics I .....	(3)
PHY 2048L	General Physics I Lab. ....	(1)
PHY 2024	General Physics II .....	(3)
PHY 2049L	General Physics II Lab. ....	(1)
	Literature .....	3
HSC 1100*	Perspectives on Healthful Living ..	2
POS 1001**	Introduction to Political Science ..	3
SPC 1600	Fundamentals of Speech .....	3
STA 2014	Statistics .....	3
		<b>33</b>

\*HSC 2200 may be substituted.  
 \*\*POS 2041 or AMH 2010 may be substituted.

## WATER AND WASTEWATER TECHNOLOGY (A.S. 02-199)

This program is approved by the Florida Department of Environmental Regulation for A, B or C certification in Water or Wastewater as follows:

C level Wastewater:	EVS 1220, and EVS 1222
C level Water:	EVS 1220 and EVS 1240
B level Wastewater:	EVS 1269, EVS 2233, EVS 1238 (or MAN 2000)
B level Water:	EVS 1269, EVS 1238 (or MAN 2000), EVS 2232
A level Wastewater:	EVS 2230, EVS 2242, ETI 2633
A level Water:	EVS 2230, EVS 2242, ETI 2633
A.S. Degree:	The remainder of the technical and general education courses listed below.

## WATER AND WASTEWATER TECHNOLOGY COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
EVS 1220	Prin. of Water & Wastewater Tech. ....	4
EVS 1222	Intro. to Wastewater Technology ..	4
or		
EVS 1240	Intro. to Water Treatment .....	(4)
EVS 2242	Water Quality Control .....	3
EVS 2230	Water Supply & Wastewater Control ..	3
EVS 2232	Water Purification .....	4
or		
EVS 2233	Wastewater Treatment .....	(4)
EVS 2105	Instrumentation and Controls .....	3
ETI 2633	Industrial Relationships .....	3
EVS 1238	Plant Mgt. for Water/Wastewater Op. ....	3
		<b>27</b>

## ADDITIONAL COURSES FOR A.S. DEGREE

ECO 2000	Introduction to Economics .....	3
SUR 1100	Basic Surveying .....	3
EVS 1269	Microbiology for Wastewater Tech. ....	2
EVS 1269L	Micro. for Wastewater Tech. Lab. ....	1
ETD 1110C	Introduction to Technical Drawing. ....	2

ENC 1101	Freshman Communications I .....	3
ENC 1102	Freshman Communications II .....	3
HSC 1100*	Perspectives on Healthful Living ..	2
	Physical Education .....	2
POS 2041**	American National Government ...	3
PSC 1341	Introduction to Physics & Chemistry ..	3
PSC 1341L	Physical Science Laboratory .....	1
SYG 1440	Introduction to the Social Sciences ..	3
MTB 1321	Technical Mathematics I .....	3
MTB 1322	Technical Mathematics II .....	3
		<b>37</b>

\*HSC 2200 may be substituted.  
 \*\*POS 1001 or AMH 2010 may be substituted.

**CHEMISTRY SECTION:** Dasher (Chairperson), Ceravolo, Farmer, Fayssoux, Lesko, Sukumarabandhu, Toohey

**MAJORS:** Chemistry, Pre-Professional (Medical Related: Pre-Dental, Pre-Medical, Pre-Optometry, Pre-Podiatry, Pre-Veterinary)

## COURSE PREFIX: CHM

## PROGRAMS:

## CHEMISTRY (A.A. 04-076)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Lab. ....	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Lab. ....		1
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....		3
HSC 1100*	Perspectives on Healthful Living ..		2
MAC 1104	College Algebra .....	3	
MAC 1114	Trigonometry .....		3
	Physical Education .....		1
SYG 1440	Introduction to the Social Sciences ..	3	
POS 1001**	Introduction to Political Science ..		3
		<b>16</b>	<b>16</b>

### SOPHOMORE YEAR

CHM 2120C	Quantitative Analysis .....		4
CHM 2210	Organic Chemistry I .....	3	
CHM 2210L	Organic Chemistry I Lab. ....	1	
CHM 2211	Organic Chemistry II .....		3
CHM 2211L	Organic Chemistry II Lab. ....		1
	Literature .....	3	
MAC 2311	Calculus with Analytic Geometry I ..	4	
MAC 2312	Calculus with Analytic Geometry II ..		4
	Physical Education .....		1
PHY 2048	General Physics with Calculus I ...	3	
PHY 2048L	General Physics with Calculus I Lab. ....	1	
PHY 2049	General Physics with Calculus II ..		3
PHY 2049L	General Physics with Calculus II lab. ....		1
SPC 1600	Fundamentals of Speech .....	3	
		<b>18</b>	<b>17</b>

\*HSC 2200 may be substituted.  
 \*\*POS 2041 or AMH 2010 may be substituted.

**pre-PROFESSIONAL (04-078)**

**(MEDICAL RELATED: PRE-DENTAL, PRE-MEDICAL, PRE-PHARMACY, PRE-PODIATRY, PRE-VETERINARY)**

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While the student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
BSC 1010	Principles of Biology .....	3	
BSC 1010L	Principles of Biology Laboratory ..	1	
ZOO 1013	General Zoology .....		3
ZOO 1013L	General Zoology Laboratory .....		1
CHM 1045	General Chemistry I .....	3	
CHM 1045L	General Chemistry I Lab. ....	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Lab. ....		1
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....		3
HSC 1100*	Perspectives on Healthful Living ..	3	2
MAC 1104	College Algebra .....	3	
MAC 1114	Trigonometry .....		3
	Physical Education .....		1
		17	17

**SOPHOMORE YEAR**

CHM 2210	Organic Chemistry I .....	3	
CHM 2210L	Organic Chemistry I Lab. ....	1	
CHM 2211	Organic Chemistry II .....		3
CHM 2211L	Organic Chemistry II Lab. ....		1
PHY 2048**	General Physics with Calculus I ..	3	
or			
Phy 2023	General Physics I .....	(3)	
PHY 2048L	General Physics I Laboratory .....	1	
PHY 2049	General Physics with Calculus II ..		3
or			
PHY 2024	General Physics II .....	(3)	
PHY 2049L	General Physics II Laboratory .....		1
BOT 1010	General Botany .....	3	
BOT 1010L	General Botany Laboratory .....	1	
or			
ZOO 2713	Comparative Vertebrate Anatomy. (3)		
ZOO 2713L	Com. Vertebrate Anatomy Lab. . (1)		
POS 1001**	Introduction to Political Science ..		3
SYG 1440	Introduction to the Social Sciences	3	
	Literature .....		3
	Physical Education .....	1	
SPC 1600	Fundamentals of Speech .....		3
		16	17

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*If Physics with Calculus is taken, then Calculus with Analytic Geometry I must be taken concurrently.

**PHYSICS AND PHYSICAL SCIENCE SECTION**

**FACULTY:** Dasher (Chairperson), Galbraith, Ramos, Wood

**MAJORS:** Physics, Geology, Astronomy, Physical Sciences, Meteorology

**COURSE PREFIXES:** AST, GLY, PHY, PSC

**PROGRAMS:**

**PHYSICS (A.A. 18-401), PHYSICAL SCIENTIST (A.A. 18-405) (Astronomy, Geology, Meteorology)**

This physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
CHM 1045	General Chemistry I .....		3
CHM 1045L	General Chemistry I Laboratory ...	1	
CHM 1046	General Chemistry II .....		3
CHM 1046L	General Chemistry II Laboratory ...		1
ENC 1101	Freshman Communications I .....	3	
ENC 1102	Freshman Communications II .....		3
FRE 1100	Elementary French I .....	3	
FRE 1101	Elementary French II .....		3
HSC 1100*	Perspectives on Healthful Living ..	2	
MAC 2311	Calculus with Analytic Geometry I ..	4	
MAC 2312	Calculus with Analytic Geometry II		4
	Physical Education .....	1	1
		17	18

**SOPHOMORE YEAR**

	Literature .....		3
MAC 2313	Calculus with Analytic Geometry III	4	
MAP 2302	Differential Equations .....		3
COP 2110	Mathematical Programming .....	3	
PHY 2048	General Physics with Calculus I ..	3	
Phy 2048L	General Physics with Calculus I Lab.	1	
PHY 2049	General Physics with Calculus II ..		3
PHY 2049L	General Physics with Calculus II Lab.		1
SYG 1440	Introduction to the Social Sciences	3	
POS 1001**	Introduction to Political Science ..		3
	Electives .....		3
SPC 1600	Fundamentals of Speech .....	3	
		17	13

\*HSC 2200 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Students planning to go to the University of Florida should take 7 hours of biology.





PHOTO BY FERANY CORBATO

## COURSE DESCRIPTIONS

**ACG 2000 INTRODUCTION TO BUSINESS TAXES  
TAXATION OF INDIVIDUALS**

(Prerequisite: ACG 2011) An introductory course in federal, state and local business taxes designed for students desiring an Associate in Science degree in Accounting Technology. Preparation of individual federal income tax returns and tax planning for the individual are emphasized. May not be transferable to a senior institution. 3-0-3\*

**ACG 2001 PRINCIPLES OF ACCOUNTING I**

This course includes a study of the accounting cycle, accruals and deferrals, how assets are recorded (including inventories of a merchandising business), depreciation methods, payroll systems, and systems and controls as they relate to cash. 3-0-3\*

**ACG 2011 PRINCIPLES OF ACCOUNTING II**

(Prerequisite: ACG 2001 or equivalent) This is a continuation of ACG 2001. It is a study of accounting as applied to the partnership, corporation, process and job order cost accounting, budgetary control, standard cost systems, special analyses, and financial statement, analyses as they relate to the function of planning and control. It also includes the essentials of managerial accounting. 3-0-3\*

**ACG 2071 ELEMENTARY MANAGERIAL ACCOUNTING**

(Prerequisites: ACG 2001 and ACG 2011) This course covers accounting of cost reporting and control, reports, statements and analytical tools used by management. 3-0-3\*

**ACG 2360 COST ACCOUNTING**

(Prerequisite: ACG 2011) This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\* This course may not transfer to an upper division university. (offered on demand)

**AMH 2010 UNITED STATES HISTORY TO 1865**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the thirteen English colonies, and intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\* (offered Fall term)

**AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

A continuation of AMH 2010, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3\* (offered Winter term)

**AMH 2580 AMERICAN MINORITIES TODAY**

This course will explore historically and examine currently the principal minority groups in American life today, tracing the developments and contributions, values, character, heritage, social structure, etc. of each minority studied. There will be an examination of relations among ethnic and racial groups and the general attitude of mainstream Americans toward these groups, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Minority groups to be surveyed are: Black Americans (major emphasis), native American Indians, American women, Mexican-Americans, Puerto Rican-Americans (briefly surveyed), Japanese-Chinese and other Asian Americans. 3-0-3\* (offered Fall & Winter terms).

**AML 2010 AMERICAN LITERATURE TO 1865**

This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\* (offered all terms) Written Work: 4,000 words

**AML 2022 AMERICAN LITERATURE AFTER 1865**

The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\* (offered all terms) Written Work: 4,000 words

**ANT 2000 INTRODUCTION TO ANTHROPOLOGY**

(Prerequisite: SYG 1440) This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture, comparison in human variation, structure and function in social organization, synthesis of biological, cultural and social factors. 3-0-3\* (offered Fall term)

**APA 1111 BOOKKEEPING**

This course studies the application of accounting principles to the sole proprietorship and the partnership types of business. It examines the basic structures of accounting and of the accounting equation. Each student will complete a practice set in each type of business. The student will acquire the knowledge and skills needed for employment as a bookkeeper in a small business or as an accounting clerk in a large business. 3-0-3\*

**APB 1120 ENVIRONMENTAL CONSERVATION**

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstrations, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3\* (offered Fall, Winter & Spring terms)

**APB 1170 MICROBIOLOGY**

(Co-requisite: APB 1170L) A study of the characteristics and importance of micro-organisms with emphasis on identification, control, relationship to health and disease, and economic importance. 2-0-2\*

**APB 1170L MICROBIOLOGY LABORATORY**

(Co-requisite: APB 1170) Laboratory to accompany APB 1170. 0-2-1\*

**APB 1190 ANATOMY AND PHYSIOLOGY I \*\***

(Co-requisite: APB 1190L) An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-0-2\*

**APB 1190L ANATOMY AND PHYSIOLOGY I LAB \*\***

(Co-requisite: APB 1190) Laboratory to accompany APB 1190. 0-2-1\*

**APB 1191 ANATOMY AND PHYSIOLOGY II \*\***

(Co-requisite: APB 1191L; prerequisite: APB 1190) A continuation of APB 1190. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-0-2\*

**APB 1191L ANATOMY AND PHYSIOLOGY II LAB**

(Co-requisite: APB 1191) Laboratory to accompany APB 1191. 0-2-1\*

\*Lecture-Lab-Credit Hours

\*\*These courses are taught in the nursing curriculum, dental health and certain related health programs.



## **APB 1223 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and function of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region. (see Biology section)

## **ARC 1120 ARCHITECTURAL DRAWING**

(Prerequisite: ART 1201 and ART 1300) A beginning course in instrumental drawing with emphasis on development of techniques necessary to present clear and precise solutions to basic architectural problems. Orthographic projection, perspective, architectural shades and shadows, as well as model building are covered. 1-4-3\* (offered Fall & Winter terms)

## **ARH 1000 ART APPRECIATION**

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\* (offered all terms)

## **ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

A survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure. Three hours credit. (offered Spring term by arrangement)

## **ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

Same as ARH 1955 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit. (offered Spring term by arrangement)

## **ARH 2050 HISTORY OF ART (EARLY)**

Critical analysis of major works of art from the pre-historic world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\* (offered Fall & Winter terms)

## **ARH 2051 HISTORY OF ART (MODERN)**

Critical analysis of major works of art from the Renaissance through Modernity, encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\* (offered Fall & Winter terms)

## **ARH 2950 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (1)**

The student may choose lectures at Cambridge University, England on one of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. 3-0-3\* (offered Summer term)

## **ARH 2951 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (2)**

The student may choose lectures at Cambridge

University, England, on two of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. 6-0-6\* (offered Summer term)

## **ART 1100 INTRODUCTION TO CRAFTS (May be repeated one time)**

A survey of arts and crafts pertaining to creative and aesthetic aspects of various crafts. Includes ceramics, fibers, metals and other materials. Also recommended for students entering programs/careers in recreational leadership, mental health, occupational therapy and education. 1-4-3\* (offered Fall & Winter terms)

## **ART 1101 CRAFTS**

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the students' individual needs. 2-2-3\* (offered Winter term)

## **ART 1110 INTRODUCTION TO CERAMICS**

This course introduces the basic methods of ceramic production in hand building and wheel throwing. Techniques of glazing will be introduced. 1-3-2\* (offered Fall & Winter terms)

## **ART 1111 INTERMEDIATE CERAMICS (May be repeated one time)**

(Prerequisite: ART 1110) A continuation of the ceramics unit introduced in ART 1110. Kiln stacking and firing are required and glaze formulation is continued on an individual basis. 1-3-2\* (offered Fall & Winter terms)

## **ART 1155 ENAMELING AND JEWELRY**

Practical methods of handmade jewelry, historical and contemporary approaches to design and technical skills are pursued. Basic techniques include soldering, annealing, pickling, filing, drilling, bezeling, polishing and buffing, inlay, enameling and casting. 1-3-2\* (offered Winter term)

## **ART 1201 DESIGN FUNDAMENTALS (Basic Core Course)**

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the elements and principles of design and a technical skill in handling the tools of art. 1-4-3\* (offered Fall & Winter terms)

## **ART 1202 COLOR DESIGN**

(Prerequisites: ART 1201 and ART 1300) Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3\* (offered Fall & Winter terms)

## **ART 1203 THREE DIMENSIONAL DESIGN**

(Prerequisites: ART 1201 and ART 1300) An introduction of the visual elements and principles of design in three dimensions. A wide variety of materials and approaches will be explored. 1-4-3\* (offered Winter term)

## **ART 1230 ADVERTISING DESIGN I**

(Prerequisites: ART 1201 and ART 1300) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers' accreditation in lettering. 1-4-3\* (offered Winter term)

**ART 1300 DRAWING FUNDAMENTALS (Basic Core Course)**

A basic course in drawing with emphasis on composition and two-dimensional illusion of space and form. Still life is the primary subject matter and students work in various media. 1-4-3\* (offered Fall & Winter terms)

**ART 1301 INTERMEDIATE DRAWING**

(Prerequisites: ART 1201 and ART 1300) A continuation of ART 1300, using the figure as subject matter. 1-4-3\* (offered Fall & Winter terms)

**ART 1305 FREEHAND PERSPECTIVE**

(Prerequisite: ARC 1120) This basic freehand course emphasizes the development of skills necessary for effective visual communication in the fields of Architecture and Interior Design. Included are investigations of space, form, color, perspective and design. 1-4-3\* (offered Fall & Winter terms)

**ART 1600 INTRODUCTION TO PHOTOGRAPHY\*\***

An introduction to black and white photography. The camera's construction and operation is explained. Emphasis is on printing and darkroom procedures. 1-3-2\* (offered Fall & Winter terms)

**ART 1949 CO-OP: ASSIGNMENT IN ART I**

Co-op Education in Art is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job art assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\* (offered Fall & Winter terms)

**ART 2130 FIBERS AND FABRICS**

A creative approach to fabrics and fibers with the major emphasis on weaving techniques. Students will incorporate their own designs into the various fiber forms using both hand and floor looms. 1-4-3\* (offered Fall term)

**ART 2231 ADVERTISING DESIGN II**

(Prerequisite: ART 1230) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\* (offered Fall term)

**ART 2232 ADVERTISING DESIGN III**

(Prerequisite: ART 2231) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\* (offered Winter term)

**ART 2302 LIFE DRAWING**

(Prerequisite: ART 1301) An intermediate drawing course with emphasis on the student's creative expression and development of personal concepts. The figure is the primary subject. 1-4-3\* (offered Fall & Winter terms)

**ART 2400 INTRODUCTION TO PRINTMAKING**

(Prerequisites: ART 1201 and ART 1300) An introduction

to various printmaking processes, such as serigraphy, etching, woodcuts and lithography. Simple examples in various approaches and the use of presses are explored. 1-4-3\* (offered Winter term)

**ART 2401 PRINTMAKING (May be repeated one time)**

(Prerequisite: ART 2400) A print course with emphasis on image making as it relates to a desired printing process. 1-4-3\* (offered Fall term)

**ART 2510 INTRODUCTION TO PAINTING**

(Prerequisites: ART 1201 and ART 1300) This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 1-4-3\* (offered Fall & Winter terms)

**ART 2520 PAINTING COMPOSITION (May be repeated one time)**

(Prerequisite: ART 2510) This is a continuation of ART 2510. The major concern is the exploration of composition as a solution of individual problems of expression. Oil and/or acrylic and water color are the major media. 1-4-3\* (offered Fall & Winter terms)

**ART 2601 EXPERIMENTAL PHOTOGRAPHY (May be repeated one time)\*\***

(Prerequisites: ART 1201, ART 1300 and 1600) A course designed for the art or photography. This course explores the visual elements and principles of design in a photographic way. Emphasis is placed on image and content. Concepts, various light sensitive materials, and technical aspects are explored. 1-4-3\* (offered Fall & Winter terms)

**ART 2604 TECHNIQUES OF COMMERCIAL PHOTOGRAPHY (May be repeated one time)\*\***

(Prerequisites: ART 1201, ART 1300 and ART 1600) A continuation of ART 2601, this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3\* (offered Fall & Winter terms)

**ART 2701 SCULPTURE (May be repeated one time)**

(Prerequisite: ART 1203) The exploration of three dimensional aesthetic expression. Technical skills are developed in reference to sculpture media. Additive and subtractive procedures, mold-making and casting are explored. 1-4-3\* (offered Fall term)

**ART 2949 CO-OP: ASSIGNMENT IN ART II**

This course is a continuation of ART 1949, 1-10-3\* (offered Fall & Winter terms)

**ASC 1001 PRIVATE PILOT GROUND SCHOOL**

(Prerequisite: ASC 1000) A study of all the theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the F.A.A. Private Pilot written examination. 3-0-3\* (offered Winter term)

**ASC 1110 AERO-NAVIGATION**

An introduction to the fundamental types of navigation—piloting, dead reckoning, radio, and celestial—with emphasis on the first two. Thorough study and use of serial charts, computer, plotters, and navigational procedures is provided. 3-0-3\*

**ASC 1210 AERO-METEOROLOGY**

The purpose of this course is to familiarize the pilot

\*Lecture-Lab-Credit Hours

\*\*Students in all photography courses will be required to furnish film, film developer, photograph paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM)



with the fundamentals of weather, its hazards, and available services. 3-0-3\*

### **ASC 1320 AERO-SAFETY AND REGULATIONS**

This course will provide an in-dept study of Federal Aviation Regulations and procedures that are necessary to the operation of aircraft by all pilots of aircraft up through ATP rating. A portion of the time will be spent in analyzing aircraft performances as it relates to regulations and safe operating procedures. 2-0-2\*

### **ASC 1640 PROPULSION SYSTEMS**

An investigation into the theory of engines and the related equipment, engines construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\* (offered Fall term)

### **ASC 2005 AEROSPACE AND AIR TRAVEL**

(Prerequisite: ATF 1000) A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\* (offered Winter term)

### **ASC 2550 AERODYNAMICS**

A study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3\* (offered Winter term)

### **ASC 2690 INSTRUMENT GROUND SCHOOL**

(Prerequisite: ASC 1100) A continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Prepares student for F.A.A. instrument examination. 3-0-3\* (offered Winter term)

### **Aviation Technology Flight**

**NOTE:** All students enrolling in the Commercial Pilot Technician A.S. Degree program at Palm Beach Junior College must follow the procedure continued on the next page to receive credits for flight courses required to complete the A.S. Degree.

1. All flight time must be logged and certified by an appropriate F.A.A. certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the F.A.A.
4. Written proof of passing the required F.A.A. check ride must be submitted to the instructor or department chairperson before credit may be granted for the following courses:
5. Proof of passing the appropriate F.A.A. written examination with a mark of 85% or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson. ASC 1001 and ASC 2690.

In order to qualify for reduced flight time requirements under part 141, the student must take flight training from an

approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 141 ground school requirements.

### **ASN 2000 ASIAN STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State and the Chinese culture, history, and government. The course also traces the movement and development of Russian and Chinese communism, including political theories and practices, social implications, the conduct of foreign affairs and associated programs and techniques in current world affairs. 3-0-3\* (offered Fall term)

### **AST 1002 DESCRIPTIVE ASTRONOMY**

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3\* (offered on demand)

### **ATF 1100 FLIGHT—PRIVATE**

F.A.A. Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight. To successfully pass the F.A.A. examination, appropriate ground school should be included. 3-0-3\*

### **ATF 2200 FLIGHT—COMMERCIAL**

F.A.A. Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction, and balance solo flight time. Several flight hours may be saved by attending a F.A.A. approved ground and flight school. The student is given examinations in both flight and ground subjects by the F.A.A. Three semester hours credit.

### **ATF 2300 FLIGHT—INSTRUMENT**

For an instrument rating, the F.A.A. requires at least 200 hours of pilot flying time, plus 20 hours of instrument instruction, and 20 hours of pilot instrument time, with appropriate ground school. F.A.A. Flight and Ground examinations must be passed. Three semester hours credit.

### **ATT 1600 BASIC INSTRUMENT FLIGHT SIMULATOR LAB**

Fifteen class hours required for F.A.A. credit. This course consists of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques. One hour credit.

### **ATT 2605 BASIC INSTRUMENT FLIGHT ADVANCED SIMULATOR LAB**

Fifteen class hours required for F.A.A. credit. This is a continuation of skill developed simulator flight with emphasis on introduction to navigation systems and problems. One hour credit.

### **ATT 1610 ADVANCED INSTRUMENT FLIGHT SIMULATOR LAB**

Twenty class hours required for F.A.A. credit. Advanced simulator lab is designed to get the student proficient in all forms of cross-country IFR and approach IFR flight. Fifteen hours is creditable toward F.A.A. flight instruction requirements; five hours toward instrument flight time requirements. One hour credit.

The courses ATT 1600, ATT 2605, and ATT 2610 require department chairperson or course instructor approval prior to registration.

## **ATT 2691 INSTRUMENT REFRESHER SIMULATOR LAB**

This course is a specialized modular course designed to cover simulator instruction for experienced pilots on an individual needs basis: Course work will consist of 3-hour simulator modules designed to improve pilot proficiency in handling instrument flight problems and meeting F.A.A. instrument currency requirements. Course requires instructor approval and is offered on demand. Completion of five (50 modules will earn one (1) credit hour.

## **BAN 1012 FEDERAL REGULATION OF BANKING**

Incorporating the pervasive and significant changes that have occurred banking regulation in recent years, this newly-updated course looks at the "why" and "what" of federal bank supervision. Emphasis is placed on the federal government's influence on bank operations through fiscal and monetary policy decisions. 3-0-3\*

## **BAN 1050 FUNDAMENTALS OF ANALYZING BANK STATEMENTS**

This seminar is for personnel who need a basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not designed to replace the Analyzing Financial Statements course. It may also serve as a review and refresher course for some participants. 1-0-1\*

## **BAN 1060 EFFECTIVE PUBLIC RELATIONS AND COMMUNICATIONS**

A practical guide to developing and carrying out effective public relations programs, this seminar is designed to meet the communication needs of any bank, regardless of its size, budget or location. This program focuses on public relations as a management activity that calls for analyzing the policies and actions of the bank in relationship to the needs and attitudes of others, and then developing support and understanding for the bank's performance. 1-0-1\*

## **BAN 1062 WRITING FOR RESULTS**

Utilizing a "thought pattern development" approach, this program addresses the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. 1-0-1\*

## **BAN 1070 PREPARING FOR SUPERVISION**

This course is designed to prepare participants for the supervisory role. Four modules form the basis for a twelve to fifteen hour program designed for maximum scheduling flexibility. Activities such as case studies, role playing and discussion allow participants to practice skills as they learn. 1-0-1\*

## **BAN 1071 SUPERVISORY TRAINING**

The goal of this sophisticated course is to transmit managerial skills and concepts to first-line supervisors by integrating sound managerial concepts with practical experience. Application of managerial skills to the job situation of the new supervisor is emphasized. 1-0-1\*

## **BAN 1072 CONSUMER COMPLIANCE**

(Prerequisite: BAN 1110) This course provides an updated overview of the major federal regulations affecting the compliance area. It is divided into four modules that focus on the basic requirements of the major consumer credit/civil rights laws and regulations, and policies and procedures that can help

avoid common violations. Updated case studies offer practical experience in identifying and avoiding compliance violations. 1-0-1\*

## **BAN 1075 PROFESSIONAL TELLER TRAINING**

Three modules comprise this course: (1) An orientation to banking; (2) Teller operations; and (3) Security. It is designed to provide new tellers with the basic skills and information they need to perform their jobs effectively. 1-0-1\*

## **BAN 1081 MORTGAGE LOAN PROCESSING AND UNDERWRITING**

Concentrating on lending practices for one to four-family residence, this course takes the student through all the essential underwriting processes and provides information on consumer compliance regulations. It is particularly useful for dealing with the rapid growth of the secondary mortgage market, which requires bankers to be especially knowledgeable about standards and documents. 1-0-1\*

## **BAN 1085 LETTERS OF CREDIT**

This program provides training in the general background and use of letters of credit, the basic operations of letters of credit, and the detailed examination of related documents. Use of the new incoterms, upgraded letters of credit forms and a module on Issuance, Advising and Transfer are among the features of this program 2-0-2\*

## **BAN 1086 CUSTOMER SERVICE FOR BANK PERSONNEL**

This training program provides newly hired and more experienced customer-contact personnel with the opportunity to further develop their communications skills so that they can better serve their customers' financial and personal needs, help their bank compete profitably, and experience greater job satisfaction. 1-0-1\*

## **BAN 1087 ASSET-BASED LENDING**

This course introduces and reinforces the fundamental principles of asset-based financing in today's commercial lending environment. It examines the basic differences between secured and unsecured lending and then focuses on the primary information necessary to understand and practice this profitable, yet highly specialized form of lending. 1-0-1\*

## **BAN 1110 PRINCIPLES OF BANKING**

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3\*

## **BAN 1112 SAFE DEPOSITS**

The rules and procedures of safe deposits, good customers relations and the interrelationship of the two are covered in this course. Specific topics addressed are: Safe deposit security, legal concerns access, insurance, contracts, power of attorney, record keeping, and customer relations. 1-0-1\*

## **BAN 1121 BANK CARDS**

This course presents an overview of the bank card industry with the dual objectives of helping the



student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior; and credit-card operations—marketing, authorization, customer service, cost analysis and control, collection policies and procedures and security and fraud. The course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. 3-0-3\*

#### **BAN 1175 CONSUMER LENDING**

Consumer Lending is a revision of the popular installment Credit course. Designed to provide an overview of the consumer credit operation, this course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of the consumer credit function within a bank. 3-0-3\*

#### **BAN 1203 STATEMENT ANALYSIS**

This popular new revision teaches some of the basic concepts and skills of statement analysis. It lends itself more to a "how to" hands-on approach for immediate use within the job function. It is not as detailed nor as theoretical as the Analyzing Financial Statements course. The revision incorporates the two previous offerings of Statement/Funds Flow Analysis under one umbrella program. 3-0-3\*

#### **BAN 1221 LOAN OFFICER DEVELOPMENT**

Focusing on people-skills and problem-solving, this well-received program offers comprehensive training in the subjective skills and judgement-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressure, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. 3-0-3\*

#### **BAN 1303 SAVINGS AND TIME DEPOSIT BANKING**

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal basis of asset management, asset management policies, operations and control, supervision of financial institution, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3\*

#### **BAN 1701 BANK MANAGEMENT I**

This course presents a discussion of bank financial statements, an overview of asset-liability management and a thorough discussion of deposit functions, lending, short-term funds management and capital management. 3-0-3\*

#### **BAN 1711 SELLING BANK SERVICES**

This course is especially designed to teach sales techniques to customer contact personnel that will result in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for a bank transaction or form conversation with the customer, and suggesting the appropriate service to the customer. 1-0-1\*

#### **BAN 1801 NEGOTIABLE INSTRUMENTS AND THE PAYMENTS MECHANISM**

The objective of this course is to explore the relevant legal implications of normal activities and transactions in bank operations. The treatment is in general terms. It is designed to add knowledge of legal principles and reasoning to the student's understanding and vocational skill and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations rather than the resolution of legal issues or problems. The aim is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. Terminology is designed to avoid misconceptions and legal pitfalls. The course opens with an introduction to the Uniform Commercial Code and the legal framework of the U.S. commercial banking system. Commercial paper from inception through issuance (transfer, negotiation, final payment, and the rights and duties of the parties involved) and checks (kinds, types, environmental characteristics, specific treatment of MICR checks and date processing problems, and the evolving paperless electronic payments mechanism) are covered in detail. Many of the legal situations that occur in the deposit, collection, dishonor and return, payment of checks and other cash items, and the relationship of the various parties in bank collection channels are explored, as are potential legal relationships between a bank and its depositor and some of the legal aspects of other bank service operations. 3-0-3\*

#### **BAN 1949 CO-OP: BANKING I**

This is a coordinated work-study course which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **BAN 2003 ANALYZING FINANCIAL STATEMENTS I**

This course explains and interprets the basic elements of financial statements and the tools of analysis. It also considers such special problems as what to do for the customer who wants to borrow money. Requires no accounting or credit training. Case studies, exercises, and sample statements provide ample opportunity for practice. 3-0-3\*

#### **BAN 2120 FUNDAMENTALS OF BANK DATA PROCESSING**

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing—services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 2-0-2\*

#### **BAN 2150 MARKETING FOR BANKERS**

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public rela-

tions and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\*

#### **BAN 2170 COLLECTOR'S TRAINING PROGRAM**

The new, successful approach to bank collection is the financial counseling method. It uses human relations as a means to collect delinquent loans while aiding the banker in complying with the Fair Debt Collection Practices Act. Designed for collectors, consumer lenders and branch personnel. 1-0-1\*

#### **BAN 2200 CREDIT ADMINISTRATION**

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to the customers, loans to small business, installments loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3\*

#### **BAN 2201 MANAGEMENT OF COMMERCIAL BANK FUNDS**

This course deals with those necessary principles from which the students can derive an adequate philosophy of funds management. Planned to be useful to as many different bankers as possible, it covers a broad range of bank situations and sizes. It opens with a discussion of the overall banking environment, then zeroes in on individual bank environment and discusses various facets of bank operation and their relationships with the funds management functions. The text used for the course was co-authored by a prominent banker and a finance professor. In their view, none of the commercial banking functions can achieve maximum potential profit for the bank unless the funds management function is efficiently planned and executed. Considerable emphasis is placed on the proper organization format to achieve this potential. 3-0-3\*

#### **BAN 2202 INSIDE COMMERCIAL BANKING**

The purpose of this course is to identify topics and issues which bankers must be prepared to address and discuss the quest for solution and responses. Designed for the student or analyst in the banking system who wants to update his knowledge by addressing the topics and issues on commercial banking. 3-0-3\*

#### **BAN 2204 INTRODUCTION TO COMMERCIAL LENDING**

This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics: the commercial loan customer, types of commercial loans, the loan decision process (information gathering, analysis), cost analysis, control and profitability, and the regulatory and legal environment. 3-0-3\*

#### **BAN 2205 CORPORATE BANKING**

This is a practical, common sense approach to lending. It incorporates the exact sequential nature of the lending process, giving bankers a solid

foundation on which to construct sound lending practices. 3-0-3\*

#### **BAN 2206 CREDIT DEPARTMENT MANAGEMENT**

This course presents an excellent overall perspective of the credit department. It gives a thorough understanding of the basic principles underlying credit function and strengthens management performance through highly interactive educational format. Topics covered are Management; Organization and Staffing; Credit Files; Comparing Financial Statements; The Commercial Credit Analysis Function; Loan Quality Control and Compliance Function; Commercial Credit Information Exchange; and the Training Function. 3-0-3\*

#### **BAN 2210 ANALYZING FINANCIAL STATEMENTS II**

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projection. 3-0-3\*

#### **BAN 2230 BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations, investment policies. 3-0-3\*

#### **BAN 2235 INVESTMENT BASICS AND BEYOND**

This course examines how the securities business works and broadens the student's knowledge of the investment services offered by their trust department. 3-0-3\*

#### **BAN 2237 LENDING TO AGRICULTURAL ENTERPRISES**

This A.I.B. course offers a comprehensive look at all facets of extending agricultural and agri-business loans, from analysis of the financial statements of agricultural enterprises to dealing with problem loans. Emphasized are general principles of management evaluation, fulfillment of credit needs and the use of capital. 3-0-3\*

#### **BAN 2350 DEVELOPING BANK SERVICES**

This program offers a systematic and market-oriented approach to planning, developing, and promoting new products. It is designed to help the banker reduce and control the risks and costs associated with introducing new products or changing the bank's product mix while increasing its profits and market share. The course presents first the framework for product planning and then details the product planning process, with a focus on basic principles and procedures that each bank can adapt to its unique circumstances. 2-0-2\*

#### **BAN 2400 THE TRUST BUSINESS**

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community



trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3\*

#### **BAN 2500 INTERNATIONAL BANKING**

This course presents an overview of one of the fastest-growing areas of commercial banking. It covers the fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending, and how money is changed from one currency to another. 3-0-3\*

#### **BAN 2700 BUSINESS FINANCIAL MANAGEMENT**

This course delves into the principles of finance as applied to the operations of a profit-seeking (non-bank) firm. The course acquaints students with the necessary information for the efficient management of the finance function of a modern business enterprise. 3-0-3\*

#### **BAN 2701 MANAGEMENT FUNDAMENTALS**

Management Fundamentals introduces students to the skills and techniques that all managers need, whether they work in banking or in other types of businesses. The text focuses on the basic management function of planning, organizing, staffing, leading, and controlling, and it discusses a variety of management theories and approaches. Designed for management trainee and new to mid-level managers. 3-0-3\*

#### **BAN 2712 ASSET/LIABILITY MANAGEMENT**

This short overview course is designed to acquaint bankers with the elements of asset/liability management. It promotes an understanding of the origins, necessities, and operations of proper asset/liability management techniques. 1-0-1\*

#### **BAN 2720 BANK MANAGEMENT II**

The nature and objectives of banking, formulations of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3\*

#### **BAN 2724 BRANCH MANAGEMENT SERIES**

This new modular program is designed to present a comprehensive overview of the branch function and the manager's role in its operation. Separate modules — on branch operations and the branch lending function — provide a complete introduction to the functional aspects of the branch management position. In addition, a central module on the overall management of all branch functions provides the student with an awareness and appreciation of this most critical element in the operation of a successful branch. Designed for new branch managers, assistant managers, and manager trainees. 3-0-3\*

#### **BAN 2730 BANK FRAUD**

This course covers white collar crime, credit cards, use of I.D., robbery, bomb threat and kidnap hostage. 1-0-1\*

#### **BAN 2731 BANK CONTROL AND AUDIT**

Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The

student will develop an awareness of the basic dynamics of the auditing function; understand the dynamics of the auditing function; understand the needs for control and learn how to evaluate these controls. The course provides insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. 2-0-2\*

#### **BAN 2762 RETAIL MANAGEMENT SERIES**

(Prerequisite: Accounting I or equivalent) This course is designed for new managers in retail banks and those preparing for future management responsibilities in retail banks. The course consists of three modules/ (I) Retail Management; (II) Sales Management; (III) Financial Performance of Banks. Topics covered include: communications; performance appraisal; time management; selling techniques; measurement, tracking, and reward; analyze financial performance; and providing for loan losses. 3-0-3\*

#### **BAN 2800 LAW AND BANKING**

This course provides an overview of the legal aspects of banking. It is designed to equip the student with a nontechnical, clear understanding of all aspects of the legal system that directly affect banks. Topics covered include: the court systems and civil procedures, consumer protection, negotiable instruments, secured transactions, property, documents of title, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, legal aspects of bank transactions. 3-0-3\*

#### **BAN 2949 CO-OP: BANKING II**

This course is a continuation of BAN 1949. 1-10-3\*

#### **BCN 1210 BUILDING CONSTRUCTION MATERIALS**

(Co-requisite: BCN 2253C) Sources, properties, and uses of construction materials. 3-0-3\* (offered Fall term)

#### **BCN 1272 PLANS INTERPRETATION**

A course designed to develop the student's ability to read and interpret working drawing and specifications as used in the construction industry. 3-0-3\*

#### **BCN 1616 ADVANCED CONSTRUCTION ESTIMATING**

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 3-0-3\*

#### **BCN 1740 CONSTRUCTION LAW**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor; materialmen and mechanics lien law; bonds; labor law; O.S.H.A.; Workmans Compensation; taxes; and other statutes and ordinances regulating contractors. 3-0-3\*

#### **BCN 1750 CONSTRUCTION FINANCE**

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and

bid bonds, company profits, cash flow, business loans, and insurance. 3-0-3\*

#### **BCN 2220 CONSTRUCTION MATERIALS AND METHODS**

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 3-0-3\*

#### **BCN 2253C ARCHITECTURAL DRAFTING**

(Prerequisite: ETD 1110C or EGN 1130C or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3\* (offered Fall term)

#### **BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE**

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentive as encountered in building construction. 3-0-3\*

#### **BCN 2765 CONTRACTS, SPECIFICATIONS, CODES, AND ESTIMATES AND COSTS**

A course designed to teach the methods and procedures of consummating an engineering contract with code and cost limitations. 3-0-3\*

#### **BCN 2941 BUILDING CONSTRUCTION EXPERIENCE**

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 4-0-4\*

#### **BOT 1010 GENERAL BOTANY I**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L) An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\* (offered Fall & Winter terms)

#### **BOT 1010L GENERAL BOTANY I LAB**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010) The laboratory exercises will correlate with the topics of the lecture. 0-2-1\* (offered Fall & Winter terms)

#### **BOT 1153 BOTANY II**

(Prerequisite: BOT 1010 and BOT 1010L) A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3-0-3\* (offered Winter term)

#### **BOT 1153L BOTANY II LABORATORY**

(Prerequisite: BOT 1010; co-requisite: BOT 1153) The laboratory exercises will correlate with the topics of the lecture. 0-3-1\* (offered Winter term)

#### **BSC 1010 PRINCIPLES OF BIOLOGY**

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and bio-chemistry, genetic theory, evolutionary principles, and ecological problems.

Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\* (offered all terms)

#### **BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY**

(Prerequisite or co-requisite: BSC 1010) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-2-1\* (offered all terms)

#### **BUL 211 BUSINESS LAW I**

An introductory course covering the fundamental concepts of law in our society and in the business environment. Topics included are: State and Federal court systems, common and statutory law, administrative procedures, and constitutional law. Emphasis will be on the study of torts, contracts, bailments, and sales (warranties and liabilities). 3-0-3\*

#### **BUL 2112 BUSINESS LAW II**

This course is a continuation of BUL 2111 and includes a study of negotiable instruments (checks, drafts, and notes), principal and agent, business associations (including proprietorships, partnerships, and corporations), debtor-creditor relationships, and real and personal property. 3-0-3\*

#### **CAP 1220 COMPUTER DRAFTING**

(Prerequisite: EGN 1112 or equal) This course introduces students to the concepts and uses of computer-aided drafting systems as applied to Engineering Design and Drafting Technology. A rapidly growing high-technology, C.A.D. will open up many innovations and possibilities to design drafting. Hands-on experience with the CAD-apple 2D system is the major part of the course. 1-3-2\*

#### **CAP 2230 ADVANCED COMPUTER DRAFTING**

(Prerequisite: CAP 1220 or equivalent experience) This is a continuation of the concepts and principles of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). In addition to advanced software for the CAD-apple 2D system, the students will learn to use the IBM "FASTDRAFT" system. 1-5-3\*

#### **CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE**

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\* (offered Fall & Winter terms)

#### **CCJ 1400 POLICE ADMINISTRATION I**

This course stresses the administrative activity of a modern police department. Special attention is given administration, records auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\* (offered Fall term)

#### **CCJ 1401 POLICE ADMINISTRATION II**

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\* (offered Winter term)

#### **CCJ 2210 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent acts of omission and commission, of-



fenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\* (offered Fall term)

### **CCJ 2230 LAWS OF EVIDENCE**

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\* (offered Fall term)

### **CCJ 2270 LAW OF ARREST, SEARCH, AND SEIZURE**

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search and hold for evidence or confiscate property. 3-0-3\* (offered Winter term)

### **CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES**

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\* (offered Winter term)

### **CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE**

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to insure maximum societal gains will also be explored. 3-0-3\* (offered Winter term)

### **CCJ 2500 JUVENILE DELINQUENCY**

An introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\* (offered Spring term)

### **CCJ 2940 INTERN CRIMINAL JUSTICE**

(Prerequisite: Sophomore students or others, as determined at the discretion of the department chairperson, based upon course work or experience) This course examines in detail the functions and operations of local criminal justice agencies. Placements are available with police, courts, and correctional agencies.

Students electing the police concentration will observe individuals involved in the Criminal Justice System and related security programs whose missions are to reduce crime, protect and secure the

citizenry, and provide security and loss prevention. Students will experience and observe activities at various local agencies, to include functions of law enforcement, detention, security and loss prevention, administrative and court procedures.

Students electing the court concentration will have field experiences with the juvenile or adult court systems in Palm Beach County. Experiences may be either with the prosecution or defense and will include court procedures and practices as well as relationships with other Criminal Justice agencies.

Students electing the Corrections concentration will examine in detail the Criminal Justice System and/or community-based programs before, during, and after incarceration of either juvenile or adult offenders. Students observe individuals involved in intensive, reality-oriented, responsibility-bound treatment programs geared toward helping offenders lead more socially acceptable and responsible lives. Students will experience and observe activities at various treatment centers, detailed functions of both Intake Process and Probation, Aftercare procedures, Juvenile and/or Adult Court.

Students will be assigned to different agencies for on-the-job experiences with supervisors. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. 1-9-4\* (offered Winter term)

### **CET 2112C LOGIC CIRCUITS**

There are no prerequisites; however, a knowledge of basic DC theory would be helpful. This course is a study of digital devices and systems included in SSI and MSI technology. Topics covered include number system; binary arithmetic; boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND, and NOR gates and FF's; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic ships and test actual circuits against theory. 3-2-4\* (offered Winter term)

### **CET 2143C MICROPROCESSORS**

(Prerequisite: CET 2112C or permission of instructor) The microprocessor is rapidly taking over many of the functions previously done exclusively the "hard wired logic" methods dealt with in the prerequisite course CET 2112C. This course deals with how microprocessor chips can be lined with appropriate peripheral IC's to accomplish any logic function from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis will be on the use of the microprocessor as a controller, rather than as a data processor. Topics covered include: the logic of the microprocessor chip, bussing, memory, programming, interfacing, A/D and D/A conversion, and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hand-on experience programming and interfacing to actual equipment. 3-2-4\* (offered Winter term)

### **CHD 1110 INFANTS/TODDLERS**

This course, which is designed for the prospective caregiver of infants and toddlers, will successfully prepare the student for group care in center-based settings; for family based day care, or for home care of children. 3-0-3\* (offered on demand)

### **CHD 1220 CHILD DEVELOPMENT, INFANCY/PRE-SCHOOL**

This course explores parenting in relation to fulfil-

ling children's needs, child development and growth of the infant and preschool child. It covers emotional, intellectual, physical and social development, stages of childhood, communication process between adult and child, guidance approaches, health and safety, family structures, issues affecting the child and family and community resources which provide parent education, family and children services, and other related resources. 3-0-3\*

#### **CHD 1320 METHODS AND MATERIALS I**

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language, and in methods of presentation in order to guide children in the proper use of these materials. 3-0-3\*

#### **CHD 1338 METHODS AND MATERIALS II**

This is a continuation of CHD 1320 and covers the subject areas of mathematics, science, daily living, social studies, dramatic play, and computers. 3-0-3\*

#### **CHD 1949 CO-OP: EARLY CHILDHOOD EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

#### **CHD 2227 MANAGING CHILDREN'S BEHAVIOR**

This course will move from an overview of Child Development and Behavior Management to the focused application of current methods. Specific discipline techniques that are supportive of the emerging self-concept of the child will be examined. Care-takers — parents and child care workers — will develop behavior management skills to meet a variety of needs. 3-0-3\*

#### **CHD 2800 CHILD CARE FACILITY MANAGEMENT**

All aspects of opening and operating a child care facility will be explored. Guidelines will be set up for organizing child care services; business management; personnel considerations; establishment and communication of policies; safety, nutrition and health and curriculum and equipment. 3-0-3\* (offered upon demand)

#### **CHD 2949 CO-OP: EARLY CHILDHOOD EDUCATION II**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teach-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

#### **CHM 1015 PRINCIPLES OF CHEMISTRY**

An introduction to the principles of chemistry for students who do not need the more intensive courses. Covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous che-

mical products in use today. Serves as co- or prerequisite for CHM 1015L. 3-0-3\* (offered all terms)

#### **CHM 1015L LABORATORY FOR CHM 1015**

(Co- or prerequisite: CHM 1015) A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\* (offered on demand)

#### **CHM 1045 GENERAL CHEMISTRY I**

(It is suggested that the student has completed CHM 1015 and MAT 1033 or higher, or one unit of high school chemistry with a grade of "B" or better and three units of high school mathematics; also, that CHM 1045L be taken concurrently.) The first half of a two-semester sequence which includes a thorough study of the theories, laws and principles of general chemistry and their application. Mathematical relationships and problem solving are stressed. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **CHM 1045L GENERAL CHEMISTRY I LABORATORY**

(Co-requisite: CHM 1045) Laboratory for CHM 1045. 0-3-1\* (offered Fall, Winter & Spring terms)

#### **CHM 1046 GENERAL CHEMISTRY II**

(Prerequisite: CHM 1045 or equivalent; co-requisite: CHM 1045L or CHM 1046L) Continuation of CHM 1045. The second half of a two-course sequence. 3-0-3\* (offered Fall, Winter & Summer terms)

#### **CHM 1046L GENERAL CHEMISTRY II LABORATORY**

(Co-requisite: CHM 1046) Laboratory for CHM 1046. 0-3-1\* (offered Fall, Winter & Summer terms)

#### **CHM 2120C QUANTITATIVE ANALYSIS**

(Prerequisite: CHM 1046 & 1046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

#### **CHM 2200C PRINCIPLES OF ORGANIC CHEMISTRY**

(Prerequisites: CHM 1015 and CHM 1015L with "C" or better, or CHM 1045, CHM 1045L; CHM 1046, CHM 1046L) A semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4\*

#### **CHM 2210 ORGANIC CHEMISTRY I**

(Prerequisite: CHM 1046 & 1046L; co-requisite: CHM 2210L) First half of a two semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-0-3\* (offered Fall & Spring terms)

#### **CHM 2210L ORGANIC CHEMISTRY I LABORATORY**

(Co-requisite: CHM 2210) 0-4-1\* (offered Fall & Spring terms)

#### **CHM 2211 ORGANIC CHEMISTRY II**

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. 3-0-3\* (offered Winter & Summer terms)

#### **CHM 2211L ORGANIC CHEMISTRY II LABORATORY**

(Co-requisite: CHM 2211) 0-4-1\* (offered Winter & Summer terms)

#### **CJT 2100 CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation — after discovery, fingerprints, tool marks, firearms identification, homic-



ide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\* (offered Winter term)

#### **CJT 2140 INTRODUCTION TO CRIMINALISTICS**

(Co- or prerequisite: CJT 2100 or CCJ 2230) A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3\* (offered Fall & Winter terms)

#### **CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT**

(Prerequisite: PSY 2012) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then a variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **COA 1100 CONSUMER EDUCATION**

Concepts relating to consumer and personal financial decisions. Teaching an individual to think for himself in the marketplace, to recognize and use educational advertising, to spend income to obtain the greatest personal satisfaction, to manage money to attain a particular life style. 3-0-3\* (offered upon demand)

#### **COC 1040 STRUCTURED PROGRAMMING**

(Prerequisite: COC 1110) This course teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. 3-0-3\* (offered Fall & Winter terms)

#### **COC 1110 INTRODUCTION TO COMPUTERS**

This course is intended for students with no previous data processing experience. Topics include basic computer theory, file storage media, input-output devices, binary and hexa-decimal number systems. A short story of BASIC is included. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **COC 2301 SYSTEMS AND APPLICATIONS**

A course which utilizes system analysis techniques for the solution of business and data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3\* (offered Fall term)

#### **COC 2930 SPECIAL TOPICS IN DATA PROCESSING**

(Prerequisite: Permission of instructor) This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3\* (offered upon demand)

#### **COE 2949 CO-OP: SUCCESSFUL EMPLOYABILITY TECHNIQUES**

This course includes the skills and procedures involved in the job search, developing good work habits, handling job changes, and enhancing personal life skills. The student will prepare a portfolio, including a resume, letter of application, and career information that will aid in career advancement. 1-0-1\*

#### **COP 1001 COMPUTER LANGUAGES**

This course is to acquaint the student with the basic language and other programming languages to develop skills using these languages to solve scientific and business problems. The application of PLATO language in computer-assisted instruction will be introduced. The student will design and implement two lessons in his/her specific field which could have direct application in the instructor courses. 4-4-6\*

#### **COP 1160 PROGRAMMING RPG II**

(Prerequisite: COC 1110) RPG II (Report Program Generator) is a problem-oriented programming language designed essentially to obtain data from single or multiple rules, perform calculations and table lookup as required and write reports and/or update files. Students will solve elementary to moderately complex business problems. 2-2-3\* (offered Fall & Winter terms)

#### **COP 1170 TECHNICAL BASIC**

This course assumes no prior knowledge of computer hardware or computer languages; however, the course does assume a working knowledge of basic algebra and trigonometry. It is slanted towards students pursuing a technical career and is appropriate for both A.S. and pre-engineering A.A. degree programs.

This course will emphasize three major areas: (1) Algorithm design-methodology dealing with the reduction of real world problems into a logical structure that can be programmed; (2) The BASIC language commands and syntax; (3) Programming problems emphasizing the practical application of areas (1) and (2) above.

Although this course is named Technical BASIC, it is really a course in Technical Programming. All the procedural languages are written using the same constructs and require the same way of looking at a problem. Good programming techniques developed with the BASIC language carry over quickly to the other languages. 3-0-3\* (offered Winter term)

#### **COP 1400 BASIC ASSEMBLY LANGUAGE**

(Prerequisite: COC 1110) This course introduces basic concepts in computer programming using a low level machine-oriented language covering the architecture, channels, registers I/O devices, instructions and data manipulation of the IBM 370 System. 2-2-3\* (offered Winter term)

#### **COP 2110 MATHEMATICAL PROGRAMMING**

(Prerequisite: MAC 1104 or higher) This course introduces the students to flowcharting techniques and to the programming of mathematical problems in Fortran 77. Emphasis is on the algorithmic approach. 3-0-3\* (offered Fall, Winter & Spring)

#### **COP 2120 PROGRAMMING COBOL**

(Prerequisite: COC 1110) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to

write and execute programs for comprehensive business case studies. 2-2-3\* (offered Fall & Winter terms)

#### **COP 2121 COBOL APPLICATIONS**

(Prerequisite: COP 2120) Advanced study in the techniques of programming using the ANS COBOL language. Structured Programming Techniques are emphasized through the course. Programs will be entered into the IBM System 370 Computer by means of CRT terminals. 2-2-3\* (offered Winter term)

#### **COP 2394 CICS (CUSTOMER INFORMATION CONTROL SYSTEM)**

(Co- and/or Prerequisite: COP 2121) This course will include map building, CICS command level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOM-MAREA), interprogram linkage, program de-bugging using the CICS/VS storage dumps and EDF, techniques in using the EIB. 1-3-3\* (offered Fall & Winter terms)

#### **CPO 2040 COMPARATIVE GOVERNMENTS**

A multinational analysis of political institutions and processes which examines political systems with common and diverse elements. Structure, process, domestic and foreign policies, and regional roles are considered in Britain, France, Germany, and Canada. 3-0-3\*

#### **CRW 2000 CREATIVE WRITING**

The theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop centered course, students' works will be discussed and considerable writing and rewriting will be required. At the end of the course, students will submit a portfolio of their own works. Students will also learn the proper procedure for submitting a work to a publisher. (Elective course) 3-0-3\*

#### **CTE 1310 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\* (offered upon demand)

#### **CTE 1401 TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\* (offered Fall & Winter terms)

#### **CTE 1705 FASHION THEORY**

A study of the total area of fashion. The course includes careers, designers, fashion centers, manufacturing, principles of design as related to wearing apparel and the ever-changing world of fashion. 3-0-3\* (offered upon demand)

#### **CTE 1731 TRADE SKETCHING**

Simple method of drawing and coloring apparel design sketches. 3-0-3\* (offered upon demand)

#### **CTE 1743 CREATIVE PATTERN MAKING I**

Learning the basic steps in the development of dress patterns by the flat pattern drafting method. Developing the hip length sloper to personal measurements. Designing and making a pattern for a simple basic dress. 3-0-3\* (offered upon demand)

#### **CTE 1744 CREATIVE PATTERN MAKING II**

(Prerequisite: CTE 1743) Advanced work in the flat-

pattern method of making patterns. The student will gain an increased understanding in garment fitting, altering patterns, working out creative designs and organizing work efficiently. 3-0-3\* (offered upon demand)

#### **CTE 1801 NEW YORK FASHION VISIT**

This course offers students of design, retailing and merchandising an overview of the fashion industry, historical perspective of apparel collections, access to trade fairs and fashion shows, testing centers and manufacturers. 1-0-1\* (offered upon demand)

#### **CTE 1949 CO-OP: HOME ECONOMICS I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job home economics assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\* (offered upon demand)

#### **CTE 1950 EUROPEAN FASHION CENTERS**

A trip to European fashion centers will broaden the student's knowledge of the total fashion industry. Viewing historical costumes in museums, visiting couture sample rooms, textile manufacturers, famous apparel stores and many more experiences make textbook learning a reality. Two credits. (offered upon demand)

#### **CTE 2200 CLOTHING SELECTION**

A study of the sociological and psychological influences in the evolution of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3\* (offered upon demand)

#### **CTE 2340 CLOTHING CONSTRUCTION**

(Prerequisite: CTE 1310) This is further application of the sewing principles and techniques as they are used to achieve the custom made look in clothing suitable to the individual. 2-2-3\* (offered upon demand)

#### **CTE 2514 FASHION HISTORY**

Studying trends, line, and design in clothing styles throughout the ages. 3-0-3\* (offered upon demand)

#### **CTE 2745 FASHION DESIGN—DRAPING**

(Prerequisite: CTE 1744) Instruction in draping the basic slopers and designing through working with material on the figure. The course gives the student experience in handling fabric on the form; in gaining valuable knowledge in fitting and in being able to visualize the style effect. Draping is an artistic approach to making a pattern. Each student makes a custom-fitted dress form. 3-0-3\* (offered upon demand)

#### **CTE 2748 APPLIED FASHION DESIGN**

(Prerequisite: CTE 2745) Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which he/she sketches, makes the pattern, drapes and constructs. 3-0-3\* (offered upon demand)

#### **CTE 2949 CO-OP: HOME ECONOMICS II**

This course is a continuation of CTE 1949. 1-10-3\* (offered upon demand)



**DAA 1050 FUNDAMENTALS OF RHYTHMICS**

Basic Fundamentals of folk dance, square dance, singing games and other rhythmic activities. 1-2-2\*\* (offered Winter term)

**DAA 1200 BASIC BALLET I**

Basic positions and fundamental barre exercises. The use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. 0-3-2\*

**DAA 1201 BASIC BALLET II**

(Prerequisite: DAA 1200 or permission of instructor) Continuance of basic positions and fundamental barre exercises. The use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. 0-3-2\*

**DAA 1201 INTERMEDIATE BALLET I**

Emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Application of phrasing and quality of movement is stressed. Admission is by audition. 0-5-3\*

**DAA 1203 INTERMEDIATE BALLET II**

(Prerequisite: DAA 1202) Continuance of emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Application of phrasing and quality of movement is stressed. 0-5-3\*

**DAA 1220 INTERMEDIATE POINTE I**

(Co-requisite for women: DAA 1202) This is an introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. Admission by audition. 0-3-1\*

**DAA 1221 INTERMEDIATE POINTE II**

(Prerequisite: DAA 1220; co-requisite for women: DAA 1203) Continuance of introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

**DAA 1500 MODERN JAZZ DANCE**

This course is designed to give the student a knowledge of and fundamental skills in modern jazz dance styles and techniques. 0-2-1\* (offered Fall & Winter terms)

**DAA 1501 BASIC JAZZ**

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. 0-3-2\*

**DAA 1502 INTERMEDIATE JAZZ I**

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. 0-3-2\*

**DDA 2160 FUNDAMENTALS OF DANCE: CONTEMPORARY**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1\* (offered Fall & Winter terms)

**DAA 2161 INTERMEDIATE DANCE: CONTEMPORARY**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired

skills and knowledge. 0-2-1\* (offered Winter term)

**DAA 2204 ADVANCED BALLET I**

This course perfects the execution of classical ballet technique, with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. 0-5-3\*

**DAA 2205 ADVANCED BALLET II**

(Prerequisite: DAA 2206) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on performing, projection and audience communication. Stress is on aesthetic quality of movement and phrasing. 0-5-3\*

**DAA 2222 ADVANCED POINTE I**

(Prerequisite: DAA 1221; co-requisite for women: DAA 2204) This course is a continuation of the introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

**DDA 2223 ADVANCED POINTE II**

(Prerequisite: DAA 2222; co-requisite for women: DAA 2205) This course is a continuation of introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

**DAA 2230 MEN'S ADVANCED TECHNIQUE I**

(Co-requisite for men: DAA 2204). This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used by men in classical works. 0-3-1\*

**DAA 2233 MAN'S ADVANCED TECHNIQUE II**

(Prerequisite: DAA 2232; co-requisite for men: DAA 2205) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used men in classical works. 0-3-1\*

**DAA 2374 FOLK AND SQUARE DANCE**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\* (offered Winter term)

**DAA 2501 MODERN JAZZ ADVANCED**

(Prerequisite: DAA 1500) An in-depth study of jazz dancing techniques, current jazz styles, and patterns of rhythmic choreography. 0-2-1\*

**DEA 1000 INTRODUCTION TO DENTAL ASSISTING**

This course presents, through lecture and student participation, the goals, objectives, ethics, terminology, legal responsibilities, areas of service, and career opportunities of the dental assistant. It identifies the professional organizations and resources available to the dental assistant. 1-0-1\* (offered Summer term)

**DEA 1020C PRECLINICAL ORIENTATION**

This course presents lecture and practical experience in the identification of instruments, equipment and materials commonly used in the dental environment. Students will participate in sterilizing procedures for instruments, care and maintenance of equipment, taking and recording patient information. 2-3-3\* (offered Summer term)

## **DEA 1120 RELATED DENTAL THEORY**

This course is designed for familiarization of common drugs and medicaments; pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3\* (offered Fall term)

## **DEA 1200 DENTAL OFFICE PRACTICE MANAGMENT**

Study of the methods by which the dental office/dental clinic are administered. Areas of study relevant to the responsibilities of the dental assistant will include: human relationships and interaction, patient psychology; record keeping, i.e., daily records appointments, collections, billing, income and social security taxes, recall systems, third party payment forms, office and dental supplies inventory; office housekeeping and maintenance. 3-0-3\* (offered Winter term)

## **DEA 1800C CLINICAL PRACTICE I**

(Prerequisite: A successful completion of DEA 1020C and DES 1200C) The dental assistant student will participate in clinical experience involving patients and dentists performing all functions required of a dental assistant in office clinic setting. Student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. Lecture hours are utilized to present advanced theory. 2-6-4\* (offered Fall term)

## **DEA 1801C CLINICAL PRACTICE II**

(Prerequisite: A successful completion of DEA 1800C, DES 1100, DES 1100L and DEA 2940) Continuation of DEA 1800C. 2-6-4\* (offered Winter term)

## **DEA 1820C INTRAORAL AUXILIARY PROCEDURES I**

(Prerequisite: A successful completion of DEA 1020C). This is an introductory course designed to offer student participation in specified intraoral procedures. 2-3-3\* (offered Fall term)

## **DEA 1821C INTRAORAL AUXILIARY PROCEDURES II**

(Prerequisite: A successful completion of DEA 1820C) Continuation of DEA 1820C. 1-3-2\* (offered Winter term)

## **DEA 1850C CLINICAL PRACTICE III**

(Prerequisite: A successful completion of DEA 1801C and DEA 1821C) This is a continuation of DEA 1800C and also includes a supervised externship program utilizing the private dental office, experience and lecture. 2-12-6\* (offered Spring term)

## **DEA 2940 DENTAL PRACTICUM**

The objective of this course is to provide practical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in areas of patient recognition, charting, study models and radiology. 0-2-1\* (offered Fall term)

## **DEH 1003 CLINICAL DENTAL HYGIENE I**

(Co-requisites: DEH 2702, DEH 1003L) This is a competency-based course designed to instruct the dental hygiene students in the duties and responsibilities required of them to obtain and maintain optimum oral health for each patient. 3-0-3\* (offered Fall term)

## **DEH 1003L CLINICAL DENTAL HYGIENE I LABORATORY**

(Co-requisite: DEH 2702, DEH 1003) The objectives of this course are identification and mastery of instrumentation techniques required in the oral prophylaxis and their adaption to tooth morphology. The techniques of instrumentation and polishing are mastered on the dental mannequin before transferring procedures to human patients. Encompassed in this course are medical history procedures, sterilization techniques, oral inspection and evaluation, removal of dental deposits as related to oral prophylaxis and complete patient care. A current CPR card is required. 0-14-5\* (offered Fall term)

## **DEH 1800C CLINICAL DENTAL HYGIENE II**

(Prerequisite: A grade of "C" or above is required in DEH 1003 and DEH 1003L) Students will be required to complete a specific number of dental prophylaxes and radiographs for adults and children in the clinic under the supervision of the clinical supervisor and faculty. This course also includes the didactic and practical experiences in vital signs, emergency procedures, fluorides, sealants, and initial dental disease control. 2-9-5\* (offered Winter term)

## **DEH 2602 PERIODONTICS I**

This course is the initial introduction and foundation of periodontics covering the identification of the characteristics of periodontal disease and describing a holistic view of treatment. Concepts such as chronicity, host resistance, aging and stress are also covered. 1-0-1\*

## **DEH 2603 PERIODONTICS I**

(Prerequisite: DEH 2602) This second course deals with specific treatment techniques and differing treatment philosophies as an extension of the basic foundation laid in Section 1, 1-0-1\*

## **DEH 2604 PERIODONTICS III**

(Prerequisite: DEH 2603) The third course further builds on the basic foundation with emphasis on periodontics and current dental hygiene concepts, including nutrition and periodontics. There is a direct application of didactic material to clinical skills with treatment planning covering plaque control through gingival curettage. 1-0-1\*

## **DEH 2605 PERIODONTICS IV**

(Prerequisite: DEH 2604) The final course in this sequence includes review of current literature with emphasis on library assignments, seminar sessions, and externship on a rotating basis in local private periodontal practices. 2-3-3\*

## **DEH 2701 COMMUNITY DENTISTRY**

This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs through a combination of lectures and field experience. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner. 1-2-2\* (offered Winter term)

## **DEH 2702 PREVENTIVE DENTISTRY I**

This course is divided into three semesters. The first semester includes the study of factors involved in the formation and retention of dental deposits; soft, hard and stains. The etiology of decay is detailed. 1-0-1\*



## **DEH 2703 PREVENTIVE DENTISTRY II**

(Prerequisite: DEH 2702) This is an introduction to patient preventive treatment planning. Methods of controlling plaque with oral physiotherapy and adjuncts are examined. Educational techniques are utilized for individuals and for the "special needs" patients. The relationship of dental diseases and nutrition are studied. 2-0-2\*

## **DEH 2704 PREVENTIVE DENTISTRY III**

(Prerequisite: DEH 2703) Students will undertake individual treatment planning with the understanding of individual patient psychology for nutritional assessment and for total body and dental health to prevent diseases. Presenting problems with the "special needs" patient, Part II will be continued. 1-0-1\*

## **DEH 2804C CLINICAL DENTAL HYGIENE III**

(Prerequisite: A grade of "C" or above is required in DEH 1802C) This course is a continuation of Clinical Dental Hygiene II with the addition of sonic scaling, curettage, rubber dam procedures and polishing amalgam restorations as clinical activities. Also included is the introduction to Practice Management and Legal Aspects of Dentistry. 1-15-6\* (offered Fall term)

## **DEH 2806C CLINICAL DENTAL HYGIENE IV**

(Prerequisite: A grade of "C" or above is required in DEH 2806C) This course is a continuation of Clinical Dental Hygiene III. Practice Management is enlarged and extended to include F.S. Chapter 466 and Rule 21G. 2-12-6\* (offered Winter term)

## **DEP 2102 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PSY 2012) Stressing the emerging self of the child, this course explores the cognitive, social, emotional, and intellectual natures of children within a developmental perspective. It includes a survey of problematic behavior and the application of psychological principles and achievements to enhance the personal development and insure the general welfare of the individual child. Observations of children from the pre-school level through adolescence are included. 3-0-3\* (offered Fall and Winter terms)

## **DES 1000 DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. 2-0-2\* (offered Winter term)

## **DES 1000L DENTAL ANATOMY LABORATORY**

Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 0-2-1\* (offered Winter term)

## **DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY**

This course deals with the embryonic, fetal, and post-natal development of the head and neck. Concurrently, it deals with the normal morphology and microstructure of these tissues, with in-depth emphasis on the dentition and its supporting structure. 2-0-2\*

## **DES 1047 GENERAL AND ORAL PATHOLOGY**

(Prerequisite: DES 1030) This course deals with the general considerations of human pathology and specific study of the diseases of the hard and soft tissues of the oral cavity. The oral manifestations of systemic disease are considered in depth. 1-0-1\*

## **DES 1050 PHARMACOLOGY I**

This is a comprehensive presentation to Dental Hygiene students of the basic aspects relating to the physical and chemical properties, dosage, methods of administration, therapeutic use, and interactions of pharmaceutical preparations used in dentistry. 1-0-1\* (offered Fall term)

## **DES 1052 PHARMACOLOGY II**

(Prerequisite: DES 1050) This is a continuation of DES 1050 with a comprehensive presentation to the Dental Hygiene student of the basic aspects of pharmaceutical presentations used in dentistry. Administration of local anesthetic agents and administration and monitoring of nitrous oxide will also be studied. 1-0-1\* (offered Winter term)

## **DES 1100 ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-0-2\* (Offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Fall term for Dental Assisting)

## **DES 1100L LABORATORY FOR DENTAL MATERIALS**

Laboratory for DES 1100. 0-3-1\* (Offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Fall term for Dental Assisting)

## **DES 1200C DENTAL RADIOLOGY**

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include application of these techniques in clinical practice. 1-2-2\* (offered Summer term for Dental Assisting; Fall term for Dental Hygiene)

## **DIE 1201 NUTRITION—HEALTH AND DISEASE**

This is a course designed to study the basic principles of nutrition in health to promote and provide sound nutritional care. Application of principles throughout the life cycle will include current issues in relation to pregnancy, infant feeding and aging. Adaptions for illness will be integrated throughout with emphasis placed on nutrition as an aspect of total patient care. 3-0-3\* (offered Fall & Winter terms)

## **DIE 1412 NUTRITION EDUCATION AND COUNSELING**

(Prerequisite: HUN 1201). This course is a study of the principles of education as they apply to patient counseling. Emphasis is placed on interviewing techniques and patient diet histories which will be utilized in counseling patients for optimum nutritional care. 3-0-3\*

## **DIE 1419 PRACTICUM I**

(Co-requisite: DIE 1412) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-9-3\*

## **DIE 2211 DIET THERAPY**

(Prerequisite: HUN 1201) This course covers the application of principles of nutrition with adaptations to specific disease conditions. Emphasis is given to the total nutritional care of the individual patient. 3-0-3\*

**DIE 2270 PRACTICUM II**

This is a continuation of DIE 2222. There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-9-3\*

**DIE 2301 ADVANCED NUTRITION**

(Prerequisites: HUN 1201, DIE 1412, DIE 2211) This course is designed to expose the student to the various agencies involved in community nutrition and chronic illness. Stress is placed on social, cultural and economic influences on food habits. Principles of assessment and counseling for specific groups is included. 3-0-3\*

**DIE 2350 PRACTICUM III**

(Prerequisite: DIE 2270 or permission of instructor) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-12-4\*

**DIE 2500 DIETETIC SEMINAR**

(Prerequisite: DIE 2211) This course presents a discussion of current findings in the field of dietetics. Student presentations and debates are incorporated into the course. 1-0-1\*

**DTE 1000 ORIENTATION AND TERMINOLOGY**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\* (offered Fall term)

**DTE 1100C COMPLETE DENTURE TECHNIQUES I**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\* (offered Fall term)

**DTE 1101C COMPLETE DENTURE TECHNIQUES II**

Continuation of DTE 1100C. 2-9-5\* (offered Winter term)

**DTE 1105C PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2\* (offered Winter term)

**DTE 1110C CAST INLAY AND CROWN TECHNIQUES**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourth crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\* (offered Fall term)

**DTE 1140C CERAMICS**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization; also, it includes techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restoration. 3-12-7\* (offered Winter term)

**DTE 1150C CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\* (offered Fall term)

**DTE 1200 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\* (offered Winter term)

**DTE 2106C PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4\* (offered Spring term)

**DTE 2130C SPECIAL PROSTHESIS**

A technical review of courses covered to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\* (offered Fall term)

**DTE 2131C ORTHO AND PEDO REMOVABLE APPLIANCES**

The students will acquire the knowledge and skill required to fabricate and repair selected orthodontic wrought wire and self-curing plastic appliances. 1-2-2\* (offered Spring term)

**DTE 2151C CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\* (offered Winter term)

**ECO 2000 INTRODUCTION TO ECONOMICS**

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3\* (offered on demand)

**ECO 2013 PRINCIPLES OF ECONOMICS I (MACRO)**

The course deals with the nature and scope of economics. It includes the basic theories of supply and demand, the mixed capitalist system, national income accounting, the business cycle, determination of national income and employment, money and banking, and problems of economic growth. 3-0-3\*

**ECO 2023 PRINCIPLES OF ECONOMICS II (MICRO)**

(Prerequisite: ECO 2013) This course continues the discussion of supply and demand begun in ECO 2013. In addition, it covers: elasticity, utility theory, indifference curve analysis, the nature of markets (pure competition, monopoly, oligopoly, and monopolistic competition), the costs of production, profit-maximizing, and factor pricing. An attempt is made throughout to relate the principles studied to the real world. 3-0-3\*

**ECS 2001 COMPARATIVE ECONOMICS**

A survey of the various economic systems practiced in the world today. Content will include the study of the economic relations between nations and the theory and practice of trade between nations. When part of a travel-study program, the course will include on-site experience in the country being visited. 3-0-3\*



**EDF 1005 INTRODUCTION TO EDUCATION (Teaching)\*\***

An introduction to the nature of teaching in public schools of the United States. Topics included are: planning and preparation for teaching; roles and the responsibilities of teachers; relationship between schools and society; organization, financing and control of the public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\* (offered Fall & Winter terms)

**EDP 2002 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PSY 2012 or permission of the instructor) This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design, and program evaluation. 3-0-3\* (offered Winter term, evenings only)

**EEC 1001 EARLY CHILDHOOD EDUCATION**

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. 3-0-3\* (offered Fall & Winter)

**EEC 1006 MONTESSORI PHILOSOPHY**

Designed for the student specializing in Montessori Preschool Education, this course provides the theoretical background upon which the Montessori method of education is based. The course covers the evolution of the Montessori method, as well as such key components as the sensitive periods of development, the role of the teacher as directress, the prepared environment, and the process of normalization. 1-0-1\*

**EEC 2530 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION I**

(Co or prerequisite: EEC 1006 and co-requisite EEC 2531) This course provides three hours per week on campus to introduce the student to Montessori and other early-learning materials. 3-0-3\* (offered Fall term)

**EEC 2531 EARLY CHILDHOOD LAB I**

The student will observe and practice with mathematics and sensorial materials and other early-learning materials. Fifteen hours of observation is required in an off-campus setting approved by the instructor 3-0-3\* (offered Fall term)

**EEC 2532 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION II**

This course is a continuation of EEC 2530. The student will be presented exercises in language and practical life. 3-0-3\* (offered Winter term)

**EEC 2533 EARLY CHILDHOOD LAB II**

(Co-requisite: EEC 2532) This course provides two hours per week on campus for the student to observe the demonstration of materials and practice with these materials. Fifteen hours of observation is required in an off-campus setting approved by the instructor. 0-2-1\* (offered Winter term)

**EEC 2940 MONTESSORI TEACHING PRACTICUM I**

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his internship. 0-15-3\* (offered on demand)

**EEC 2941 MONTESSORI TEACHING PRACTICUM II**

This course is a continuation of EEC 2940. 0-15-3\* (offered Fall & Winter terms)

**EET 1004C ESSENTIALS OF ELECTRICITY**

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 2-2-3\* (offered Fall term)

**EET 1033 CIRCUIT ANALYSIS**

(Co-requisites: EET 1033L and MTB 1322. No prior knowledge of electricity is assumed. However, a working knowledge of high school algebra and trigonometry is required. Students who are weak in mathematics should take MTB 1321 before enrolling in EET 1033.) This course is an in-depth study (at the precalculus level) of the circuit properties of resistance, capacitance and inductance in DC circuits. Topics covered include Ohms and Kirchhoffs Laws, series and parallel networks, network theorems, magnetic circuits, and DC instruments. It carries the analysis on to AC circuits. Topics covered include series and parallel AC networks, network theorems applied to AC power, resonance, and transformer. The lectures stress theoretical understanding and algebraic and numeric solutions to practical work problems. 3-0-3\* (offered Fall & Winter terms)

**EET 1033L CIRCUIT ANALYSIS LABORATORY**

(Co-requisite: EET 1033) Laboratory work closely parallels the lectures, reinforcing the practical measurement of networks, and developing skills in the proper use and interpretation of test equipment. 0-2-1\* (offered Fall & Winter terms)

**EET 1104 BASIC ELECTRONICS**

(Prerequisite: EET 1033) This course is a study of mathematical theory, on equivalent circuits used in electronic circuits. A simplified mathematical approach is stressed in all calculations so that physical understanding of the circuit may be realized. 3-0-3\* (offered Spring term)

**EET 2121C ELECTRONICS I**

(Prerequisite: EET 1104) This course is a continuation of semi-conductor transistors and covers AC equivalent circuits, small signal amplifiers, class A and B amplifiers, field-effect transistors and analysis. A simplified mathematical approach is stressed so the student will have thorough understanding of the circuit. 3-2-4\* (offered Fall term)

**EET 2122C ELECTRONICS II**

(Prerequisite: EET 2121C) This is an advanced semi-conductor course covering frequency and bandwidth of transistor amplifiers, differential and operational, integrated circuits, feedback oscillators, Harmonic distortion, frequency mixing and modulation. A simplified mathematical approach is stressed in order for the student to understand the circuits. 3-2-4\* (offered Winter term)

**EET 2322C COMMUNICATION ELECTRONICS**

(Prerequisite: EET 2122C) This course is a continuation of electronics, designed to enable students to pass the first class FCC license. It covers vacuum tube circuits, class C amplifiers, regulated power

\*Lecture-Lab-Credit Hours

\*\*NOTE: The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida; EDF 1005 Introduction to Education (Teaching), SPC 1600 Fundamentals of Speech, PSY 2012 General Psychology, DEP 2102 Child Growth and Development.

supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. 3-2-4\* (offered Winter term)

### **EET 2515C DC AND AC DYNAMOS**

(Prerequisite: EET 1033) This course is a study of DC and AC motors and generators. Topics covered are electro-mechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation and induction and synchronous motors, poly and single phase motors, 2 and 3 phase systems and transformers. 3-2-4\* (offered Fall term and sufficient enrollment)

### **EET 2545 POWER TRANSMISSION**

(Prerequisite: EET 2515C) This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\* (offered upon demand)

### **EGN 1001 ENGINEERING PROBLEMS AND ORIENTATION**

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\* (offered Fall term)

### **EGN 1112 ENGINEERING GRAPHICS**

(Prerequisite: ETD 1110C or equivalent) This course is designed for the student entering the engineering profession. The course will reinforce the fundamentals of orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs. Included also will be a study of points, lines and planes and their relation to the graphical language. Technique will be stressed. 2-4-3\* (offered Fall, Winter & Spring terms)

### **EGN 2312 STATICS**

(Prerequisites: PHY 2023 and MAC 2311) This course deals with the principles of mechanics; force systems, coplanar and noncoplanar; concurrent non-current; equilibrium; distributed forces moments of inertia; and structures. 3-0-3\* (offered Winter term)

### **EMS 2234\*\* EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC I**

(Prerequisite: State of Florida EMT-I Certification Score of at least 17 (composite) on the ACT or 800 on the SAT and not place in the remedial mathematics, English and/or reading. One year's experience as an active EMT prior to admission to the class) The class provides a theoretical and practical study of advanced life support. The student will learn to administer medication, start intravenous lines and minister to patients according to Modules I, II, III, IV, V, VIII, IX, X XIII, XIV. 6-14-8\* (offered Fall term)

### **EMS 2235\*\* EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC II**

(Prerequisite: A grade of "C" or higher in EMS 2234) The student will continue to learn the theory and practice of advanced life support skills, to include mandatory pass of American Heart Association, ACLS. MODULES: VI, VII, XI, XII, XV are covered during this semester. 6-14-8\* (offered Winter term)

### **ENC 1000\*\*\* ENGLISH (College Preparatory)**

A course for students whose placement test scores indicate the need for intensive training in the basic skills of communication. This course emphasizes the basic mechanics of language, grammar usage, punctuation and spelling. Graded Passing or Not Passing (P-N). Six contact hours per week.

### **ENC 1101 FRESHMAN COMMUNICATIONS I**

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\* (offered all terms) Written Work: 9,000 words.

### **ENC 1102 FRESHMAN COMMUNICATIONS II**

(Prerequisite: ENC 1101 or equivalent) This course consists of three units which introduce the students to the role of language of thought and action: (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication. The concern here is with the development of the student ability to read critically and to write effectively. (offered all terms) Written Work: 10,000 words.

### **ENC 1210 TECHNICAL WRITING**

(Prerequisite: ENC 1101 or equivalent) Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\* (offered Winter term)

### **ENC 2301 HONORS FRESHMAN COMMUNICATIONS I**

(Prerequisite: ACT score of 23 or above) This course is designed for students who have mastery of English fundamentals and are proficient in basic communications skills. Content will include a more sophisticated approach to reading and writing. 3-0-3\* (offered Fall & Winter terms) Written Work: 9,000 words.

### **ENC 2302 HONORS FRESHMAN COMMUNICATIONS II**

(Prerequisite: ENC 2301) This course is a continuation of ENC 2301 and is designed for students who want additional work in the art of composition. Emphasis is on creative expression. 3-0-3\* (offered Fall & Winter terms) Written Work: 10,000 words.

### **ENL 2010 ENGLISH LITERATURE TO 1660**

This course is a study of significant writing produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\* (offered all terms) Written Work: 4,000 words.

### **ENC 2020 ENGLISH LITERATURE AFTER 1660**

This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\* (offered Fall, Winter & Spring terms) Written Work: 4,000 words.

### **EST 2541C SERVO-MECHANISM AND INSTRUMENTATION**

(Prerequisite: EET 1033 or permission of instructor)

\*Lecture-Lab-Credit Hours

\*\*EMS 2234 and EMS 2235 are designed specifically for individuals who are currently employed in Advanced Life-Support Agencies and have at least one (1) year's experience as a Florida State Certified EMT I.

\*\*\*These courses are required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.



This is a study of a complete system function and its component parts. Mathematics is introduced only in sufficient depth to help the student fully understand how a system transfer function is used in frequency response testing. Topics covered are precision potentiometers, servos, transducers, synchros, mechanical electrical characteristics, servo motors and generators, stability and frequency response of servo systems. 3-2-4\* (offered Winter term with sufficient enrollment)

#### **ETD 1110C INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\* (offered all terms)

#### **ETD 1601C ELECTRICAL DRAFTING**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1-3-2\* (offered Winter term)

#### **ETD 1731 FABRICATION DRAFTING**

(Prerequisite: EGN 1112 or permission of instructor) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering fields. Included are studies in sheet metal, welding, structural piping, and topographical drafting. 2-4-3\* (offered Winter term)

#### **ETD 2121C SURVEYING DRAWING**

(Prerequisite: SUR 2100C and ETD 1110C or suitable experience) An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2\* (offered Winter term)

#### **ETD 2705 MACHINE/MECHANICAL DRAFTING**

(Prerequisite: EGN 1112) A study of principles, practices and standards of machine drafting in original design as applied to industrial processes. Topics include jig and fixture design; punch and die set design; gauging; and selected advanced project. 2-4-3\* (offered Winter term)

#### **ETD 2801C TECHNICAL ILLUSTRATION**

(Prerequisite: EGN 1120C or consent of instructor) This course deals primarily with translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3\* (offered Fall term)

#### **ETG 1949 CO-OP: TECHNOLOGY I**

Co-Op Education in technology is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job technology assignment. The student is then evaluated by the teacher-

coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **ETG 2530C PROPERTIES AND TESTING OF MATERIALS**

Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\* (offered Fall term)

#### **ETG 2949 CO-OP: TECHNOLOGY II**

This is a continuation of ETG 1949. 1-10-3\*

#### **ETI 1411C MANUFACTURING PROCESSES**

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3\* (offered Winter term)

#### **ETI 1481 INTRODUCTION TO ROBOTIC AND AUTOMATED MANUFACTURING**

This course considers the fundamental concepts and applications of robotics and computer-aided manufacturing systems. It reviews the history, development and classification of robots, their components and operation and the various types of sensors and vision systems. A discussion of practical applications is illustrated with existing systems, and the economic considerations of installing and operating automated systems. The course further discusses the important issue of the effect of automation on the worker and work place. 3-0-3\* (offered Fall & Winter terms)

#### **ETI 2633 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job 3-0-3\* (offered Winter term)

#### **ETM 1201 THERMODYNAMICS FOR TECHNOLOGY I**

This course will explore and investigate the basics of heat, work, and power as applied to engineering and mechanical technologies. An introductory level for students majoring in energy, refrigeration or mechanical power system. 3-0-3\* (offered Fall term)

#### **ETM 2820 INTRODUCTORY MATERIALS ENGINEERING**

(Prerequisite: High school chemistry or equivalent) This course is a study of the properties of materials and their measurement and modification. Topics include physical, chemical, thermal and electrical properties, as well as a study of the structure of materials and the changes in behavior that result from processing them. 3-0-3\*

#### **EVS 1220 PRINCIPLES OF WATER AND WASTEWATER TECHNOLOGY**

A course for those interested in pursuing a "C" level certification in water or wastewater technology.

This course, designed in accordance with DER regulations, emphasizes fundamental hydraulics, mathematics, and plant management. 4-0-4\*

#### **EVS 1222 INTRODUCTION TO WASTEWATER TECHNOLOGY**

A course developed for those pursuing a career in a wastewater treatment plant, emphasizing plant operations, laboratory analysis, and regulations 4-0-4\*

#### **EVS 1238 PLANT MANAGEMENT FOR WATER/WASTEWATER OPERATORS**

This course covers the basic principles of water and wastewater plant management, including delegation of authority, employee evaluation and relationship, problem solving and plant evaluation. The broad principles of supervision are discussed, including guidelines for procurement expertise. Special emphasis is placed on the personal development of the manager, including communication skills, as well as the importance of interfacing with the public. 3-0-3\* (offered upon demand)

#### **EVS 1240 INTRODUCTION TO WATER TREATMENT**

A course designed for those pursuing a career in a water treatment plant, emphasizing plant operations, laboratory analysis, and regulations. 4-0-4\*

#### **EVS 1269 MICROBIOLOGY FOR WATER & WASTEWATER TECHNOLOGY**

(Co-requisite: EVS 1269L) A study of basic microbiological theory as it pertains to water (pathogenic microorganisms) and wastewater treatment (biological filtration and aeration). 2-0-2\*

#### **EVS 1269L MICROBIOLOGY FOR WATER & WASTEWATER TECHNOLOGY LAB**

(Co-requisite: EVS 1269) Laboratory work includes culture and staining techniques as well as selected water quality tests for both water and wastewater. 0-2-1\*

#### **EVS 2105 INSTRUMENTATION AND CONTROLS**

An elementary study of hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Includes a basic description, analysis, and explanation of operation of instrumental controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. 3-0-3\*

#### **EVS 2230 WATER SUPPLY AND WASTEWATER CONTROL**

A course designed to familiarize the student with the elementary engineering aspects of water supply and distribution, and of wastewater collection, removal and disposal. 3-0-3\*

#### **EVS 2232 WATER PURIFICATION**

(Prerequisites: EVS 1220 and EVS 1240) A study of basic principles of water purification including: aeration sedimentation, rapid sand filtration, chlorination, treatment chemicals, taste and odor control, bacteriological control, mineral control, design criteria, maintenance programs, and operational problems. New processes and recent developments are studied. Criteria, rules, regulations, forms and records associated with the field are considered. 4-0-4\*

#### **EVS 2233 WASTEWATER TREATMENT**

(Prerequisites: EVS 1220 and EVS 1222) This course is designed to familiarize the student with the elementary engineering aspects of design, operation, process control, and maintenance of wastewater treatment plants and facilities. 4-0-4\*

#### **EVS 2242 WATER QUALITY CONTROL**

The significance and methods of analysis will be covered, with latitude for discussion of relative importance of each test in various plants. 3-0-3\*

#### **FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY**

Philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

#### **FFP 1203 FIRE PREVENTION**

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

#### **FFP 1600 FIRE APPARATUS AND EQUIPMENT**

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3\*

#### **FFP 1640 FIRE HYDRAULICS**

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

#### **FFP 2100 FIRE ADMINISTRATION**

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule and maintenance of buildings and equipment. 3-0-3\*

#### **FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION**

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary.) This course outlined to cover: detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedure. 3-0-3\*

#### **FFP 2300 RELATED FIRE CODES AND ORDINANCES**

(Prerequisite: FFP 1200) Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

#### **FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

#### **FFP 2410 STRATEGIES FOR EMERGENCY MANAGEMENT**

This course deals with strategies to be used in controlling emergency situations; such as, fires inside buildings, high rise fires, hazardous material incidents, and mass casualty incidents. 3-0-3\*

#### **FIN 1230 MONEY AND BANKING**

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank



reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\*

#### **FOL 1170 FIELD TRIP STUDY—MEXICO**

An introduction to the history and culture of Mexico from Pre-Conquest to present day. Members in this program will design their own goals and objectives and accompanying self-study program. Although no formal texts are required, broad reading on Mexico is highly recommended to enhance the tour for each member. Participants will keep descriptive and critical journals during the tour. Course grade and credit will be awarded based on the individual journals. Two hours credit.

#### **FOL 1172 FIELD TRIP STUDY—COLOMBIA, SOUTH AMERICA**

This is an introduction to the history and culture of Colombia from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Bogota and Cartagena. Participants will keep critical and descriptive journals during tour. Course grade and credit will be awarded based on the individual projects. Two hours credit.

#### **FOL 1174 FIELD TRIP STUDY — PANAMA, CENTRAL AMERICA (NEW)**

This is an introduction to the history and culture of Panama from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Panama City, Canal Zone, Colon and Cristobal. Participants will keep critical and descriptive journals during tour. Course grade and credit will be awarded on the individual projects. Two hours credit.

#### **FOL 1175 FIELD TRIP STUDY — The Yucatan Peninsula, Mexico**

This course is an introduction to the archeological sites and artifacts of selected areas of the Yucatan Peninsula. Two hours credit.

#### **FOS 1201 FOOD SERVICE SANITATION**

This course will instruct students on basic sanitation and safety for the food service operation. It will use the N.I.F.I. book, which will allow the student to receive certification from N.I.F.I. 1-0-1\*

#### **FRE 1100 ELEMENTARY FRENCH I**

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered Fall & Winter terms)

#### **FRE 1101 ELEMENTARY FRENCH II**

(Prerequisite: FRE 1100 or equivalent) This course is a continuation of FRE 1100. It continues the study of basic grammar, composition and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered Fall & Winter terms)

#### **FRE 2200 INTERMEDIATE FRENCH I**

(Prerequisite: FRE 1101 or equivalent) This course

presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\* (offered Fall term)

#### **FRE 2201 INTERMEDIATE FRENCH II**

(Prerequisite: FRE 2200 or equivalent) This is a continuation of FRE 2200 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\* (offered Winter term)

#### **FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I**

(Prerequisite: FRE 1101 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Short dialogs and readings based on daily living experiences will serve as topics for discussion and conversation in French. Intensive oral practice is emphasized. 3-0-3\*

#### **FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II**

(Prerequisite: FRE 2240 or equivalent) This course is a continuation of FRE 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice is emphasized. 3-0-3\*

#### **FSS 1004 FOOD SERVICE MANAGEMENT IN HEALTH CARE FACILITIES**

A course designed as an introduction to techniques involved in operating a food service system in health care facilities. The basic principles of menu planning, purchasing, equipment, sanitation, and delivery systems are covered, along with the aspects involved in food service management in these facilities. 2-0-2\*

#### **FSS 1100 MENU PLANNING AND MERCHANDISING**

This course deals with the overall aspects of menu planning design, pricing, along with the essential knowledge of proper advertising and merchandising of the food service facility in today's advertising market. 3-0-3\*

#### **FSS 1112 FOOD FOR CHILDREN**

Introducing students to the problems involved with feeding children. Emphasizing principles of food preparation, planning menus to meet children's nutritional needs and motivating children to practice good eating habits. 2-2-3\* (offered upon demand)

#### **FSS 1210 MEAL MANAGEMENT**

Principles of food selection, preparation and meal management. Buying food, serving meals and managing time, money and energy in the kitchen. 2-2-3\* (offered Fall term only)

#### **FSS 1221 PRINCIPLES OF QUANTITY FOOD PRODUCTION**

This course offers practical experience in the handling of tools, materials and equipment. The properties and composition of food are also studied. Other subjects include: Basic knowledge of meat, poultry, produce, dairy products, and staple groceries; experience in the preparation of stocks, soups, sauces, vegetables, salads, meat cutting and entrees. 2-4-4\* (offered Fall term)

#### **FSS 1222 QUANTITY FOOD PRODUCTION II**

(Prerequisite: FSS 1221) This course includes the introduction to cost analysis and meat cutting of

bulk versus portion cut of meats; menu terminology, both domestic and foreign; kitchen organization and preparation of schedules and cost analysis for breakfast, lunch and dinner menus; menu planning and purchasing of restaurant needs. All students will be requested to participate in the weekly creation of a luncheon. 2-4-4\* (offered Winter term)

#### **FSS 1261 DINING ROOM MANAGEMENT**

This course will be a study of basic elements of dining room service. Students learn procedures for the purchase and maintenance of china, glass, silver, and linen. American service is practiced by students in the student food service dining room, including buffet setup and service. 1-4-3\* (offered Fall and Winter terms).

#### **FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT**

Introduction to the operation of a food service establishment, including organization, safety and health regulations, recipe conversion, food service terminology, principles of purchasing, receiving, and storing. Basic food cost and utilization of merchandise. 3-0-3\* (offered upon demand)

#### **FSS 1940 CHEF APPRENTICE EXPERIENCE**

The apprentice must work under a chef certified by the American Culinary Federation. Credit will be granted to an apprentice who satisfactorily completes a term of training on the job. One credit hour per module.

##### **Module A: Kitchen Organization/Butcher/Meat**

The student will be working under the Head Butcher to learn how to seam the meat, portion control and work with seafood; also, understand the set-up and operational procedures of the kitchen.

##### **Module B: Pastry/Baking**

The student will work under the Pastry Chef to learn basic doughs, cakes, rolls and breads, hot and cold desserts. Decorating of food items is also included.

##### **Module C: Garde Mange**

The student will be working under the Garde Mange learning to prepare cold salads, ice sculptures, fancy decorating and preparation of shellfish. Demonstrates knowledge of all types of spices.

##### **Module: D Preparation of Vegetables/Breakfast**

The student will be working under the Department Head to learn the basic skill to prepare vegetables and noodles. Preparation of breakfast is also included.

##### **Module: E Roasting/Banquet**

The student will work under the Roast Cook to learn roasting, sauteeing and frying of meat, fish and game.

##### **Module: F Sauces/Soups**

The student will work under the Saucier to learn preparation of basic sauces and hot and cold soups, use and conversion of convenience foods.

#### **FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY**

Emphasis will be placed on the selection and specification requirement for purchasing the major types of food. The ways and hows to purchase fruit, vegetables, meats, and grocery items. All food service standards and specifications will be covered on all food items, along with paper and alcoholic beverages. 3-0-3\* (offer upon demand)

#### **FSS 2248\* PASTRY AND GARDE MANGE I — MODULES A, B, C -**

This course is designed for the student to take one to three modules. Module A is an introduction to baking and yeast doughs. Module B covers cakes and pastries, ice cream and pie making. Module C includes garde mange work, hors d'oeuvres, ice carving, salads, etc. Each module is 1-2-2\* for a total of 6 credits.

#### **FSS 2249 PASTRY AND GARDE MANGE II**

(Prerequisite: FSS 2248) This course offers proficiency in all phases of food preparation, with concentration on speed and organization and orderliness; planning, purchasing, and delegating of the menu under supervision of instructor; refinement of decorating skills for display works, cakes, hors d'oeuvres, tallow sculpture, ornamental centerpieces, and ice carving. 2-4-4\* (offered Fall term)

#### **FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing equipment use and care, sanitation and safety. 3-0-3\* (offered Fall term).

#### **FSS 2401 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN**

This course will cover the design and layout of various work areas, specifications of equipment, and how to design facilities of maximum utilization, always taking into account cost, work safety and individual requirements. This course will cover all areas of the hospitality industry. 3-0-3\* (offered upon demand)

#### **FSS 2500 FOOD AND BEVERAGE COST CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 3-0-3\* (offered Fall term)

#### **GEB 1011 INTRODUCTION TO BUSINESS**

The objectives of this course are four-fold: (1) to give the beginning business student an opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and in reading business periodicals, (3) to help the student acquire a better understanding of the workings of the free enterprise system, and (4) to identify various career opportunities. 3-0-3\*

#### **GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION**

This course is an introduction to cultural and world geography through a study of selected regions. Ecological and conservation problems are emphasized. The course also includes an explanation of geographical materials and their uses. 3-0-3\* (offered Fall & Winter terms)

#### **GEY 2000 GERONTOLOGY**

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income,



employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Area-wide Councils on Aging, Multi-purpose Human Services Resources, local, state, and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. 3-0-3\* (offered Winter term)

#### **GLY 1000 DESCRIPTIVE GEOLOGY**

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3\* (offered upon demand)

#### **GRA 1110 COLOR PRINTING I**

(Prerequisite: ART 1600 or proof of capability in darkroom) This course is completed by the use of the additive system of exposure. A detailed instruction on how to mix and use color chemistry is given along with color theory. 2-2-3\*

#### **GRA 1115 COLOR PRINTING II**

(Prerequisite: GRA 1110) This course is continued from Color Printing I, using the addition system of exposure. The study of color balance with color measurement in lab assignments is covered. 2-2-3\*

#### **GRA 1265 PHOTO MATERIALS AND PROCESSES I**

(Prerequisite: ART 1600) This course covers the basics in sensitometry and densitometry. Film sensitivity and measurement of density in relationship to development is studied. 2-0-2\*

#### **GRA 1266 PHOTO MATERIALS AND PROCESSES II**

(Prerequisite: GRA 1265) This section of Photo Materials and Processes is involved in the basics of photo chemistry and the applications of it. This is an aid in gaining control of the photo medium. 2-0-2\*

#### **GRA 1500 GRAPHICS ARTS INDUSTRIES**

An introductory course designed for the student who is considering a career in the graphics arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. 1-4-3\* (offered Fall term)

#### **GRA 1501 GRAPHICS ARTS TECHNOLOGY I**

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. Laboratory exercises include the camera-work on the graphic arts process camera, basic stripping and contact printing techniques. 2-2-3\*

#### **GRA 1530 TYPOGRAPHY**

An introduction to the selection and use of type faces and lettering styles for aesthetics and readability. Includes the historical development of printing types; principles of setting metal type, phototypesetting, and computerized typesetting; typeface classification; rules of good typographic practice; experience in setting headings, copy fitting, proof reading and field trips. 1-4-3\* (offered Fall term)

#### **GRA 1573 GRAPHIC ARTS TECHNOLOGY II**

(Prerequisite: GRA 1501 or permission of instructor) This course covers process camera procedures used with continuous tone copy and the resultant half-tone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3\* (offered Fall term)

#### **GRA 1950 PRODUCTION GRAPHICS**

(Prerequisite: permission of instructor) This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copy writing, photography, and technical graphic arts will be included, with concentration on the student's area of specialty. 1-4-3\* (offered Fall & Winter terms)

#### **GRA 2106 ZONE SYSTEM**

(Prerequisite: ART 1600 or equivalent) Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed. 3-0-2\*

#### **GRA 2109 FINE POINT**

(Prerequisite: ART 1600, GRA 2106) A comprehensive course on how to make a photographic print and obtain the desired qualities a photographer would want in a picture. Methods of stabilizing the print is covered. 3-0-2\*

#### **GRA 2116 DYE-TRANSFER PHOTOGRAPHY**

(Prerequisites: ART 1201, ART 1300 and ART 1600) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3\* (offered Fall term)

#### **GRA 2505 SCREEN PRINTING**

(Prerequisites: ART 1201, ART 1300 and ART 1600) An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. Value, color separation, and color percentages are introduced. 1-4-3\* (offered Winter term)

#### **GRA 2508 INK AND COLOR**

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3\* (offered Winter term)

#### **GRA 2784 GRAPHIC ARTS TECHNOLOGY III**

(Prerequisites: GRA 1501 and GRA 1573 or permission of instructor) This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3\* (offered Winter term)

#### **HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS**

The student will identify significant events and dates in the historical development of the hospitality business, compare the present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in a large-size hotel and restaurant. 3-0-3\* (offered Fall & Winter terms)

#### **HFT 1949 CO-OP: HOSPITALITY MANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job hospitality management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **HFT 2042 HOSPITALITY MANAGEMENT INTERNATIONAL STUDY TOUR**

This course will enable the hospitality student to see first hand how the hotel and restaurant industry operates in European countries. Visitation to hotels, restaurants and clubs, along with lectures, will create a long lasting feel of the industry. Three hours credit.

#### **HFT 2220 PERSONNEL MANAGEMENT PRACTICES**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\* (offered Fall & Winter terms)

#### **HFT 2250 HOTEL-MOTEL FINANCIAL MANAGEMENT**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\* (offered Fall & Winter terms)

#### **HFT 2300 HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\* (offered upon demand)

#### **HAT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\* (offered Fall term)

#### **HFT 2434 CLUB MANAGEMENT**

This course is designed to give the student the basic understanding of management in regards to clubs and resorts. It will cover private and semi-private clubs and resorts, and will teach the students the difference of managing a club vs. restaurants or hotels; also, the required knowledge for facility and recreational management. 3-0-3\*

#### **HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the

promotion of sales in hotels and restaurants. 3-0-3\* (offered upon demand)

#### **HFT 2600 LEGAL ASPECTS OF HOTEL AND FOOD SERVICE ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\* (offered upon demand)

#### **HFT 2949 CO-OP: HOSPITALITY MANAGEMENT II**

This course is a continuation of HFT 1949. 1-10-3\*

#### **HIS 2950 TRAVEL/STUDY: BRITISH HISTORY (1)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on *one* of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History. 3-0-3\* (offered Summer term)

#### **HIS 2951 TRAVEL/STUDY: BRITISH HISTORY (2)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on *two* of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History. 6-0-6\* (offered Summer term)

#### **HSA 1100 THE NATION'S HEALTH**

This course assumes that America's system of health care is on the examining table. It explores such issues as the possible overmedicalization of society, the potential impact of national health insurance and the needs of the poor and the aged. It examines the political, ethical, economic, and social issues surrounding medical science, modern drugs, and biomedical research. 3-0-3\*

#### **HSC 1100 PERSPECTIVES ON HEALTHFUL LIVING**

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living. 2-0-2\* (offered all terms)

#### **HSC 1400 STANDARD FIRST AID AND PERSONAL SAFETY**

This course offers a review of the theories, practices, and skills that meet certification requirements by the American Red Cross. Students will also be instructed in the techniques of cardiopulmonary resuscitation. 0-2-1\* (offered Fall & Winter terms)

#### **HSC 2200 LIFE SCIENCE AND HEALTH**

This course is designed to provide health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3\* (offered Fall & Winter terms)

#### **HUN 1001 BASIC NUTRITION**

This course consists of the fundamental principles, findings, concepts, and applications of normal nutrition for the food service industry. 2-0-2\*



## **HUN 1201 ÉLEMENTS OF NUTRITION**

A course designed to consider the principles necessary to promote optimum nutrition throughout the life cycle. Consideration is given to the changing nutritional scene and area of controversy which have developed. The course answers the questions: Why we eat; What we eat; and how the body utilizes the food we eat. Emphasis will be placed on evaluation of nutritional practices. 3-0-3\*

## **HUS 1003 INTRODUCTION TO HUMAN SERVICES**

An orientation to the field of human services, history, current concepts and roles of beginning professionals are reviewed and discussed. Community services and resources are studied. New approaches to meeting human needs are explored. The knowledge, skills and attitudes essential to the beginning professional are investigated. There is a whole new spectrum of challenges today in the field of human services, and the new professional — the human service specialist — is meeting them. Human services specialists go wherever people are having problems and needs. They learn techniques and skills in areas such as behavior modification, family therapy, problem solving, counseling, interviewing and case management. 3-0-3\* (offered Fall term)

## **HUS 1100 INTERVIEWING AND COUNSELING**

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3\* (offered Fall term)

## **HUS 1200 PRINCIPLES OF GROUP DYNAMICS**

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications systems, tasks and problem solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\* (offered Fall & Winter terms)

## **HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3\* (offered Winter term)

## **HUS 1850 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: HUS 1003 & HUS 1100) This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 2-6-4\* (offered Winter term)

## **HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE**

(Prerequisite: PSY 2012) The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to speci-

fic syndromes and/or dysfunctions. 3-0-3\* (offered Winter term)

## **HUS 2851 FIELD WORK IN MENTAL HEALTH II**

(Prerequisite: HUS 1850) A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members; supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2-6-4\* (offered Winter term)

## **IDS 1185 HUMAN ISSUES: PROBLEMS AND ANALYSIS (HONORS COURSE)**

The class will select a theme — from a limited choice of Human and Global Issues — as a term focus. They will be presented with techniques of information gathering. Students will divide into interest groups, set goals, and gather information with the objective of preparing a presentation that will be video taped. 3-0-3\*

## **IND 1012 INTRODUCTION TO INTERIOR DESIGN**

(Prerequisite: ART 1201) An introduction to the fields of Interior Decorating and Interior Design. Basic fundamentals are space, color, materials, lighting and furniture. 1-4-3\* (offered Fall & Winter terms)

## **IND 1013 HISTORY OF PERIOD FURNITURE**

A course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3\* (offered Fall term)

## **IND 1014 INTERIOR DESIGN**

(Prerequisite: ART 1201 and ETD 1110C) A comprehensive survey course where the elements of art are studied as they apply to interiors. Client-designer relationships, interiors relating to the architecture and the surrounding community, knowledge of the fibers and fabric construction, study of period furniture and eclectic combinations are all part of the course. The student will render two and three dimensional projects. 1-4-3\* (offered Fall & Winter terms)

## **IND 2010 PRACTICAL APPLICATIONS IN INTERIOR DESIGN**

(Prerequisite: IND 1012) The purpose of this course is to develop in the student the ability to plan interiors functionally, from a blueprint to the final assembly of all furnishings. Included will be a study of the relationships between measuring and handling materials, and purchasing and cost estimation. This course gives advanced training to students in the field or planning an immediate entry into the profession. 1-4-3\* (offered Fall & Winter terms)

## **IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS**

This covers business processes such as contracts, pricing, profits and invoicing as they relate to the interior design profession. The course will include a study of ethical practices in designer-client relationships, and students will visit interior design studios in the area. 3-0-3\* (offered Winter term)

### **ITA 1100 ELEMENTARY ITALIAN I**

The essentials of Italian, with special emphasis on oral and aural training in the language. 3-0-3\*

### **ITA 1101 ELEMENTARY ITALIAN II**

(Prerequisite: ITA 1100 or equivalent) Italian culture learned through a systematic review of reading and writing skills with emphasis on oral and written presentations. 3-0-3\*

### **ITA 2200 INTERMEDIATE ITALIAN I**

(Prerequisite: ITA 1101 or equivalent) Italian culture learned through a systematic review of reading and writing skills with emphasis on oral and written presentations. 3-0-3\*

### **ITA 2201 INTERMEDIATE ITALIAN II**

(Prerequisite: ITA 2200 or equivalent) A continuation of ITA 2200. 3-0-3\*

### **JOU 1100 BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\* (offered Fall & Winter terms)

### **JOU 2103 REPORTING AND WRITING TECHNIQUES**

(Prerequisite: JOU 1100 or equivalent or permission of Department Chairperson) This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials, 3-0-3\* (offered Winter term)

### **LAH 2130 LATIN AMERICAN HISTORY — COLONIAL PERIOD**

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Columbian era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\* (offered Fall term)

### **LAH 2131 LATIN AMERICAN HISTORY — NATIONAL PERIOD**

This course begins with the background of the wars for independence and proceeds to present day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\* (offered Winter term)

### **LEA 1001 INTRODUCTION TO LEGAL TECHNOLOGY**

This introductory course is designed to provide an overview of the training and purpose of legal assistants. It will examine the role of the lawyer and legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant, and surveys the various fields of law that will be covered by the student during the program. 3-0-3\*

### **LEA 1011 LEGAL WRITING AND RESEARCH I**

(Prerequisite: LEA 1001 and LEA 2101) This course will provide the student with information on how to write civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and

appellate work. It also provides the student with an in-depth examination of the law library and the process of legal research. 3-0-3\*

### **LEA 1151 PREPARING NEGLIGENCE CASES**

(Prerequisite: LEA 1011) A study of the basic law relating to civil wrong as applied to personal and property damage. Topics studied include intentional torts, negligence, strict liability, products liability, nuisance, liability of owners and of privacy, intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. 3-0-3\*

### **LEA 1949 CO-OP: LEGAL ASSISTANT I**

(Prerequisite: Completion of all courses outlined in Legal Assistant freshman year curriculum.) This coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experiences in the student's chosen career. The student and the teach-coordinator determine the objective for the on-the-job legal assistant assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **LEA 2012 LEGAL WRITING AND RESEARCH II**

(Prerequisite: LEA 1011) This is an advanced course in civil and criminal legal writing and research. 3-0-3\*

### **LEA 2101 COURT SYSTEM: PROCEDURES AND PLEADINGS I**

(Co- or Prerequisite: LEA 1001) A course designed to familiarize the student with the structure of both our state and federal judicial system and their jurisdiction, and to introduce the student to the basic judicial process and its procedural aspects, including an introduction to State and Federal Rules of Courts. 3-0-3\*

### **LEA 2102 COURT SYSTEM: PROCEDURES AND PLEADINGS II**

(Co- or Prerequisite: LEA 1001) A course designed to familiarize the students with the basics of civil and criminal causes of action through practical exercises in the proper drafting and use of the basic pleading forms used in state and federal courts. 3-0-3\*

### **LEA 2201 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I**

(Co- or Prerequisite: LEA 1001) Provides a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, etc., and the problems encountered in drafting these and related documents. 3-0-3\*

### **LEA 2202 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II**

(Prerequisite: LEA 1011 and LEA 2201) An advanced course in Real Estate Law and Property Transactions. Students must have completed Real Estate Law and Property Transactions I. 3-0-3\*

### **LEA 2211 ADMINISTRATION OF ESTATES I**

(Prerequisite: LEA 1011) Presents a survey of estate planning and administration, including the preparation of wills, trusts, probate forms and guardianship procedures. 3-0-3\*



## **LEA 2401 LAW OFFICE MANAGEMENT**

(Prerequisite: LEA 1011) This course is designed to acquaint the student with fundamentals of management in general and application to the law office, including a study of office equipment utilized in a law office, word-processing system, filing system, library management, accounting and billing procedures. 3-0-3\*

## **LEA 2501 FAMILY LAW**

(Prerequisite: LEA 1011) The study of such topics as divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition. 3-0-3\*

## **LEA 2802 ADMINISTRATIVE LAW**

(Prerequisite: LEA 1011) A broad survey course which seeks to identify and describe the numerous areas of government; i.e., both state and federal regulations of business and their activities, and in conjunction therewith to demonstrate the mechanics of Government Regulations and Administrative Procedures with respect thereto. 3-0-3\*

## **LEA 2949 CO-OP: LEGAL ASSISTANT II**

(Prerequisite: LEA 1949) This course is a continuation of LEA 1949. 1-10-3\*

## **LEI 2700 THERAPEUTIC RECREATION**

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1-4-3\* (offered Fall term)

## **LEI 2702 INTRODUCTION TO THERAPEUTIC ACTIVITY**

The course will, using a variety of instructional methodologies, address the requisite communicative and administrative skills; the cognitive and affective domains of the physical and the psychosocial aspects of aging; the activities and their adaptations; volunteerism; and program concepts that are vital to the successful performance of activity coordinators. 3-0-3\* (offered Winter term)

## **LIT 2110 WORLD LITERATURE TO 1600**

A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\* (offered Fall term)  
Written Work: 4,000 words.

## **LIT 2120 WORLD LITERATURE AFTER 1600**

This course a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\* (offered Winter term) Written Work: 4,000 words.

## **LIT 2950 TRAVEL/STUDY: BRITISH LITERATURE (1)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: Shakespeare's texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 3-0-3\* (offered Summer term)

## **LIT 2951 TRAVEL/STUDY: BRITISH LITERATURE (2)**

From a variety of offerings, the student may choose to attend lectures at Cambridge University, England, on two of the following: Shakespeare's texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 3-0-3\* (offered Summer term)

Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 6-0-6\* (offered Summer term)

## **MAC 1104 COLLEGE ALGEBRA**

(Prerequisite: MAT 1033 or adequate score on placement test and two years of high school algebra) Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3\* (offered all terms)

## **MAC 1114 TRIGONOMETRY**

(Prerequisite: MAC 1104 or adequate score on placement test) This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, and complex numbers. 3-0-3\* (offered all terms)

## **MAC 2233 CALCULUS FOR BUSINESS**

(Prerequisite: MAC 1104 or equivalent) Not open to students who have credit in MAC 2411. This course involves the study of rates of change, derivatives and integration with applications to business. 3-0-3\* (offered Fall & Winter terms)

## **MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I**

(Prerequisite: MAC 1114 or adequate score on placement test and high school trigonometry) This is the first of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. 3-0-3\* (offered Fall, Winter & Spring terms)

## **MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II**

(Prerequisite: MAC 2311) This is the second of a three-term sequence. Topics included are techniques of integration, conic sections, polar coordinates, parametric equations and applications. 4-0-4\* (offered Fall, Winter & Spring terms)

## **MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III**

(Prerequisite: MAC 2312) This is the third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration, line integrals and infinite series. 4-0-4\* (offered Fall, Winter & Spring terms)

## **MAC 2930 SPECIAL TOPICS IN MATHEMATICS - CALCULUS OR PRECALCULUS**

(Prerequisite: Consent of department or division chairperson) This course will focus on special topics in mathematics, in calculus or precalculus related areas, which may be of interest to full or part-time students or to persons employed in businesses or industries who need specialized training. From one to four credits may be granted.

## **MAD 2930 SPECIAL TOPICS IN MATHEMATICS - DISCRETE**

(Prerequisite: Consent of department or division chairperson) This course will focus on special topics in discrete mathematics or related areas which may be of interest to full or part-time students or to persons employed in businesses or industries who need specialized training. From one to four credits may be granted.

## **MAN 1949A CO-OP: MIDMANAGEMENT I**

This is a coordinated work-study program which

reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job mid-management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **MAN 1949B CO-OP: MIDMANAGEMENT II**

This course is a continuation of MAN 1949A. 1-10-3\*

#### **MAN 2021 PRINCIPLES OF MANAGEMENT**

This course provides a basic study of the principles of management, planning, organizing, staffing, and controlling. The principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces are all covered. 3-0-3\*

#### **MAN 2100 HUMAN RELATIONS IN BUSINESS**

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\*

#### **MAN 2340 PRINCIPLES OF SUPERVISION**

This course presents the important information a supervisor needs to know in dealing with people, money, machines, materials, and himself. It is designed for those taking the first step up the management ladder. 3-0-3\*

#### **MAN 2800 SMALL BUSINESS MANAGEMENT**

A study of the basic principles of managing a small business, including a discussion of entrepreneurial opportunities in a free enterprise system. The business and managerial functions of planning, organizing, staffing, directing and controlling in the areas of sales, production, procurement, personnel, finance, and law are covered. 3-0-3\*

#### **MAN 2949A CO-OP: MIDMANAGEMENT III**

This course is a continuation of MAN 1949B. 1-10-3\*

#### **MAN 2949B CO-OP: MIDMANAGEMENT IV**

This course is a continuation of MAN 2949A. 1-10-3\*

#### **MAP 2302 DIFFERENTIAL EQUATIONS**

(Prerequisite or co-requisite: MAC 2313) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\* (offered Winter & Spring terms)

#### **MAR 1151 PRINCIPLES OF RETAILING**

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\*

#### **MAR 1311 ADVERTISING**

This course has been planned for students wanting

strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising, and the actual execution of advertising. 3-0-3\*

#### **MAR 2011 PRINCIPLES OF MARKETING**

This course presents a broad picture of the structure and functions of marketing. Topics covered include: marketing research, the marketing of consumer and industrial goods, service marketing, international marketing, and government activities. The concepts of product, distribution, promotion, and pricing decisions are also discussed. 3-0-3\*

#### **MAR 2101 SALESMANSHIP**

This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections, and closing the sale; dealing with the legal, social, ethical and personal responsibilities of the salesperson; and the nature and scope of sales management. 3-0-3\*

#### **MAR 2240 INTERNATIONAL MARKETING**

This course presents basic marketing principles from an international point of view. Students will gain insight into international marketing by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover pricing, advertising methods and channels of distribution on an international level. Classroom work before and after the overseas trip will be required. 3-0-3\*

#### **MAR 2955 INTERNATIONAL CURRENT BUSINESS PRACTICES**

This course is a basic study of the nature of business activities between nations. The content is designed to give emphasis on actual international business activity in the form of visits to foreign business enterprises. These on-site visits will be supplemented by classroom work before and after the trip. 3-0-3\*

#### **MAT 1000\*\* MATHEMATICS (College Preparatory)**

A course covering basic arithmetic skills with heavy emphasis on applications. Computations are made with whole numbers, fractions, decimals and percents. Ratios, proportions and statistics apply the skills to interpretation of data. Customary units of measurement in both U.S. and Metric Systems are applied to perimeters, areas and volumes. Graded Passing or Not Passing (P or N). Three contact hours per week.

#### **MAT 1024 ELEMENTARY ALGEBRA**

(Prerequisite: Successful completion of MAT 1000 and/or adequate score on placement test) This course is designed to prepare students for MGF 1120 and/or MAT 1033 — and will cover basic algebra concepts, including the real numbers system, polynomials, linear equations, exponents and radicals, and quadratic equations. It placed particular emphasis on mastering the mechanical skills of algebra and becoming fluent in the symbols, techniques, and language of algebra. 3-0-3\* (Institutional — elective — no mathematics credit)

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.



**MAT 1033 INTERMEDIATE ALGEBRA**

(Prerequisite: One year of high school algebra OR MAT 1024 AND adequate score on placement test)  
This course is designed to prepare the student for MAC 1104. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\* (offered all terms)

**MGF 1120 GENERAL EDUCATION MATHEMATICS I**

(Prerequisite: One year of high school algebra OR MAT 1024 AND adequate score on placement test)  
This course includes Introduction to Algebra, Geometry, and the Metric System. 3-0-3\* (offered all terms)

**MODULE C: HISTORY OF MATHEMATICS**

This module follows the development of mathematics through the ages, including a study of the contributions that mathematics have made to music, art, science and other aspects of our culture.

**MODULE F: GEOMETRY**

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction.

**MODULE H: INTRODUCTION TO ALGEBRA**

This module serves as an introduction to the basic concepts of algebra including the solution of simple linear equations and graphing. (Not recommended for students who have had more than 1 year of high school algebra)

**MODULE I: CONSUMER MATHEMATICS**

This module is a study of practical mathematics with applications to daily living.

**MODULE J: THE METRIC SYSTEM**

This module is a study of the basic units of measurement in the metric system, including conversion of units.

**MODULE K: RATIO AND PROPORTION**

This module is a study of ratio, proportion and variation, fractions, decimals and percents with applications.

**NOTE:** The above modules are offered on an individual basis through the Center for Personalized Instruction. (Not available to students who have taken MGF 1120 or MGF 1121) 1-0-1\* (offered all terms) Challenge test will be available for all modules.

**MGF 1121 GENERAL EDUCATION MATHEMATICS II**

This course includes Probability and Statistics, Logic, and an Introduction to Computing Technology. 3-0-3\* (offered all terms)

**MODULE E: MATHEMATICAL LOGIC**

This module involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof.

**MODULE G: PROBABILITY AND STATISTICS**

This module includes the study of the fundamental laws of probability, the measures of central tendency, standard deviation and the normal distribution.

**MODULE L: INTRODUCTION TO COMPUTER TECHNOLOGY**

This module acquaints the students with the basic uses and operational aspects of the computer. Included are flow-charting and the solving of mathematical

problems using computers and the basic language. 1-0-1\*

**NOTE:** The above modules are offered on an individual basis through the Center for Personalized Instruction. (Not available to students who have taken MGF 1120 or MGF 1121) 1-0-1\* (offered all terms) Challenge test will be available for all modules.

**MKA 1104 VISUAL MERCHANDISING**

Visual merchandising is a sales-supporting activity responsible for nearly one-fourth of all retail sales. The broad field of visual display includes all parts of the store that the customer sees: the design and style of the store's architecture, window displays, interior displays, display fixtures, cash registers, floor coverings and department lay-outs. Although this course will offer the theoretical basis for understanding the importance and function of visual display, equal emphasis will be placed on the actual creation of window and interior displays, from conception through construction. Students will demonstrate their competence by creating displays for the campus display windows and by assisting area merchants in various retail fields. 1-2-2\* (offered Winter term)

**MKA 1161 PRODUCT MERCHANDISING**

This course covers all fields of merchandising except fashion. It includes studies of basic merchandise knowledge, textiles, non-textile materials, and home furnishings. 3-0-3\* (offered Fall term even numbered years only)

**MKA 1402 FASHION MERCHANDISING**

This course covers all the marketing levels involved in fashion merchandising. The course demonstrates the interrelationship of all the industries that make up the fashion business; the disciplines of planning, promoting, and selling the finished product through various types of distribution channels; and a study of style, construction, and quality of men's women's and children's ready-to-wear apparel. 3-0-3\* (offered Fall term)

**MKA 1949A CO-OP: MERCHANDISING I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**MKA 1949B CO-OP: MERCHANDISING II**

This course is a continuation of MKA 1949A. 1-10-3\*

**MKA 2949A CO-OP: MERCHANDISING III**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**MKA 2949B CO-OP: MERCHANDISING IV**

This course is continuation of MKA 2949A. 1-10-3\*

**MMC 1000 SURVEY OF COMMUNICATIONS**

This course surveys the development of communication

\*Lecture-Lab-Credit Hours

tions media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\* (offered Fall & Winter terms)

#### **MMC 1949 CO-OP: MASS COMMUNICATIONS I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. 1-10-3\*

#### **MMC 2949 CO-OP: MASS COMMUNICATIONS II**

This is a continuation of MMC 1949. 1-10-3\*

#### **MNA 1392 CUSTOMER SERVICES I**

This course is designed to provide the student with an in-depth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and nonpostal services. Special emphasis is placed on means to achieve and manage a professional window service operation. The duties of customer service representative are also reviewed. 3-0-3\*

#### **MNA 1393 CUSTOMER SERVICES II**

This course is a continuation of MAN 1392, Customer Services I. It is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. Based on management's approach to delivery service, the first part of the course covers the duties, responsibilities and skills needed in the carrier crafts. Two management training programs, "Methods Improvement Plan/Standard Operation Procedures" and "Route Inspections and Evaluations," are explained and emphasized throughout the course. Management of rural delivery service, along with the Fair Labor Standards Act requirements are also explained. 3-0-3\*

#### **MNA 1394 POSTAL FINANCE I**

This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations, and administrative services. 3-0-3\*

#### **MNA 1395 MAIL PROCESSING I**

This course covers the following topics: mail classification and rates; service standards; postal terminology; the four functions of mail processing; distribution systems; mail processing objectives and responsibilities; the mail preparation operation; manual distribution; revenue protection; and the bulk mail centers. 3-0-3\*

#### **MNA 1396 MAIL PROCESSING II**

This second course in mail processing covers the following topics: postal mechanization; machine distribution; human resources management in mail processing; reporting systems and data analysis; operational planning; scheduling and staffing; budgeting and functional coordination with customer services. 3-0-3\*

#### **MNA 2397 POSTAL EMPLOYEE RELATIONS**

This course involves the actual functions of the personnel office in relation to the services it provides for postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, and safety and health. 3-0-3\*

#### **MNA 2398 POSTAL LABOR RELATIONS**

This course presents an overview of laws and practices as related to labor-management in the Postal Service. Emphasis is placed on the National and Local Agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board. 3-0-3\*

#### **MNA 2399 POSTAL FINANCE II**

This course is a continuation of MAN 1394, Finance I. It is designed to provide extensive understanding of financial management principles in the Postal Service. Also studied are Public Law 91-375, Postal Reorganization Act of 1970, and Fiscal Handbook F-1, Financial and Cost Controls. 3-0-3\*

#### **MRE 2001 MEDICAL TERMINOLOGY**

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\* (offered Fall & Winter terms)

#### **MTB 1103 BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds stocks and annuities. 3-0-3\*

#### **MTB 1321 TECHNICAL MATHEMATICS I**

(Prerequisite: MAT 1033 or equivalent) This course and MTB 1322 form a sequence to be offered to technology majors. Topics included are as follows: algebraic expressions and operations, quadratic equations, exponentials and logarithms, trigonometry, rectangular and polar coordinates, complex numbers, vectors, linear systems of equations. 3-0-3\* (offered Fall and Winter terms)

#### **MTB 1322 TECHNICAL MATHEMATICS II**

(Prerequisite: MTB 1321 or MAC 1114) Topics included are as follows: descriptive statistics, applications; the straight line, conics, limits, derivatives, integration, applications. 3-0-3\* (offered Fall and Winter terms)

#### **MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC**

This course is designed as an introduction to the basic hardware component (tape recorder, mixer, synthesizer, computer) and their functions in electronic music. 3-0-3\*



#### **MUE 2440 STRING TECHNIQUES\*\***

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following: 0-2-1\* (offered upon demand)

- |           |                |
|-----------|----------------|
| A. Violin | C. Cello       |
| B. Viola  | D. String Bass |

#### **MUE 2450 WOODWIND TECHNIQUES\*\***

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following: 0-2-1\* (offered upon demand)

- |             |              |
|-------------|--------------|
| A. Clarinet | C. Saxophone |
| B. Flute    |              |

#### **MUE 2460 BRASS TECHNIQUES\*\***

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following: 0-2-1\* (offered upon demand)

- |                |             |
|----------------|-------------|
| A. Trumpet     | C. Trombone |
| B. French Horn | D. Tuba     |

#### **MUE 2470 PERCUSSION TECHNIQUES\*\***

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1\* (offered upon demand)

#### **MUH 2018 HISTORY AND APPRECIATION OF JAZZ**

The development of jazz will be studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered, as well as principles in how to listen to jazz. Objectives will be achieved through the use of lectures, films, slides, and live performance in and out of class. 3-0-3\* (offered upon demand)

#### **MUH 2111 INTRODUCTION TO MUSIC HISTORY I**

(Antiquity through the Eighteenth Century) This course is designed for the music major as a beginning course in music history. The syllabus includes the study of the music literature (composers, forms, styles) of Western Civilization in chronological sequence. Lecture sessions will be supplemented by reading and listening assignments along with score analysis. 3-0-3\* (offered Fall term)

#### **MUH 2112 INTRODUCTION TO MUSIC HISTORY II**

(Nineteenth and Twentieth Centuries) This course begins with the study of the music of Beethoven and extends on to include contemporary music literature and its composers. Special consideration is given to the music of America. 3-0-3\* (offered Winter term)

#### **MUL 1010 MUSIC APPRECIATION**

This course is a survey of the historical periods of music development. It includes a study of styles, forms, and composers and their works. It is designed to provide the student with a basis for intelligent listening and to help the student develop a more thorough understanding of music. The course offers credit in General Education for non-music majors. 3-0-3\* (offered all terms)

#### **MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a

more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1011. A special fee is charged. 3-0-3\* (offered upon demand)

#### **MUM 2031 POP VOCAL STYLE**

(Prerequisite: MUT 1111 or equivalent) This course is a study of various vocal styles of jazz and popular music. Included will be analyses, of the singing of outstanding vocal stylists and methods for the students; technical development in this idiom. 0-2-1\* (offered on demand)

**NOTE:** The letter "R" will be added to the common course number for each (MUN) music ensemble to indicate that credit may be earned one, two, three, or four times in each course.

A maximum of four (4) semester hours credit in MUN courses may be applied toward the A.A. degree. Credit received for participation may be in addition to normal academic load.

#### **MUN 1120 CONCERT BAND**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-2-1\* (offered Fall & Winter terms)

#### **MUN 1210 CONCERT ORCHESTRA**

This organization provides the opportunity for experience in the playing of various types of orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. 0-3-1\* (offered upon demand)

#### **MUN 1310 CONCERT CHORUS**

Membership is open to all students. Students participate in the study and performance of varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. 0-3-1\* (offered Fall & Winter terms)

#### **MUN 1420 WOODWIND ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the Classical Period through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\* (offered upon demand)

#### **MUN 1430 BRASS ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\* (offered upon demand)

#### **MUN 1440 PERCUSSION ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College.

\*Lecture-Lab-Credit Hours

\*\*A special fee of \$20.00 is required.

This course may be repeated for credit. 0-2-1\* (offered upon demand)

#### **MUN 1492 GUITAR ENSEMBLE**

(Prerequisite: MVS 1116 and MVS 1117 or equivalent)  
This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. Members are selected by audition. 0-2-1\* (offered Fall & Winter terms)

#### **MUN 1710 JAZZ ENSEMBLE**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. 0-2-1\* (offered Fall, Winter & Spring terms)

#### **MUN 1720 PACESETTERS**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition. 0-2-1\* (offered Fall & Winter terms)

### **MUSIC-APPLIED-PRIVATE INSTRUCTION**

#### **Freshman Level**

Please note that half-hour classes have been discontinued and replaced with one one-hour lesson weekly.

##### **Brasses**

MVB 1311 Trumpet  
MVB 1312 Horn  
MVB 1313 Trombone  
MVB 1314 Baritone Horn  
MVB 1315 Tuba

##### **Keyboard**

MVK 1311 Piano  
MVK 1313 Organ  
MVK 1314 Jazz Piano

##### **Percussion**

MVP 1311 Percussion

##### **Strings**

MVS 1311 Violin  
MVS 1312 Viola  
MVS 1313 Cello  
MVS 1314 String Bass  
MVS 1315 Harp  
MVS 1316 Classical Guitar  
MVS 1317 Bass Guitar  
MVS 1318 Jazz Guitar

##### **Voice**

MVV 1311 Voice

##### **Woodwinds**

MVW 1311 Flute  
MVW 1312 Oboe  
MVW 1313 Clarinet  
MVW 1314 Bassoon  
MVW 1315 Saxophone

#### **(Sophomore Level)**

##### **Brasses**

MVB 2321 Trumpet  
MVB 2322 Horn  
MVB 2323 Trombone  
MVB 2324 Baritone Horn  
MVB 2325 Tuba

##### **Strings**

MVS 2321 Violin  
MVS 2322 Viola  
MVS 2323 Cello  
MVS 2324 String Bass  
MVS 2325 Harp  
MVS 2326 Classical Guitar  
MVS 2327 Bass Guitar  
MVS 2328 Jazz Guitar

##### **Keyboard**

MVK 2321 Piano  
MVK 2323 Organ  
MVK 2324 Jazz Piano

##### **Woodwinds**

MVW 2321 Flute  
MVW 2322 Oboe  
MVW 2323 Clarinet  
MVW 2324 Bassoon  
MVW 2325 Saxophone

##### **Percussion**

MVK 2321 Percussion

##### **Voice**

MVV 2321 Voice

#### **MUS 0010 RECITAL SEMINAR**

Music majors meet together one hour a week each semester to attend lectures, work-shops, film showings, artists' performances and student recitals. The se-

minar programs are planned to supplement the required music curriculum. Attendance and participation is a requirement of students enrolled in applied music courses. 1-0-0\* (offered Fall & Winter terms).

#### **MUS 1949 CO-OP: MUSIC I**

Co-op Education in music is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job music assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **MUS 2949 CO-OP: MUSIC II**

This is a continuation of MUS 1949. 1-10-3\*

#### **MUT 1001 FUNDAMENTALS OF MUSIC**

This is an introductory course in basic music skills for those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3\* (offered Fall & Winter terms)

#### **MUT 1111 MUSIC THEORY I**

(Co-requisite: MUT 1241) This course includes a study of the melodic, harmonic and rhythmic elements of music through part writing and music analysis. The harmonic materials is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\* (offered Fall & Winter terms)

#### **MUT 1112 MUSIC THEORY II**

(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) This course is a continuation of MUT 1111, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\* (offered Winter & Spring terms)

#### **MUT 1241 EAR TRAINING & SIGHT SINGING I**

(Co-requisite: MUT 1111 or equivalent) This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\* (offered Fall & Winter terms)

#### **MUT 1242 EAR TRAINING AND SIGHT SINGING II**

(Prerequisite: MUT 1241. Co-requisite: MUT 1112) This course is a continuation of MUT 1241. 0-2-1\* (offered Winter & Spring terms)

#### **MUT 1351 JAZZ ARRANGING I**

(Prerequisite: MUT 1111 or equivalent) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. 2-0-2\* (offered upon demand)

#### **MUT 1352 JAZZ ARRANGING II**

(Prerequisite: MUT 1351 or equivalent) This course is a continuation of MUT 1351. 2-0-2\* (offered upon demand)

#### **MUT 2116 MUSIC THEORY III**

(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) This course is a continuation of MUT 1112, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\* (offered Fall term)



**MUT 2117 MUSIC THEORY IV**

(Prerequisite: MUT 2116 or equivalent. Co-requisite: MUT 2247) This course is a continuation of MUT 2116, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\* (offered Winter term)

**MUT 2231 KEYBOARD HARMONY I**

(Prerequisite: MUT 1112 and MUT 1242 or the equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\* (offered Fall term)

**MUT 2232 KEYBOARD HARMONY II**

(Prerequisite: MUT 2231 or equivalent) This course is a continuation of MUT 2231. 0-2-1\* (offered Winter term)

**MUT 2246 EAR TRAINING & SIGHT SINGING III**

(Prerequisite: MUT 1242. Co-requisite: MUT 2116) This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\* (offered Fall term)

**MUT 2247 EAR TRAINING & SIGHT SINGING IV**

(Prerequisite: MUT 2246. Co-requisite: MUT 2117) This course is a continuation of MUT 2246. 0-2-1\* (offered Winter term)

**MUT 2641 INSTRUMENTAL IMPROVISATION**

(Prerequisite: MUT 1001 or permission of instructor) This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom. 0-2-1\* (offered upon demand)

**MVK 1111A CLASS INSTRUCTION — PIANO I**

This course provides class lessons for beginning piano students. Instruction includes elementary This course is designed for the student who has an and music reading. 0-2-1\* (offered Fall & Winter terms, Spring term on demand)

**MVK 1111B CLASS INSTRUCTION — PIANO II**

(Prerequisite: MVK 1111A or equivalent) This course is a continuation of MVK 1111A. 0-2-1\* (offered Fall & Winter terms, Spring term on demand)

**MVK 2121A CLASS INSTRUCTION-PIANO III**

(Prerequisite: MVK 1111B) This course serves to further develop keyboard skills — technical facility, sight reading, harmonizing, transposing, and improvising. More advanced repertoire and ensemble playing will be included. 0-2-1\* (offered Fall & Winter terms)

**MVK 2121B CLASS INSTRUCTION - PIANO IV**

(Prerequisite: MVK 2121A or equivalent) This course is a continuation of MVK 2121A with special consideration given to preparing the students for the Upper Division Piano Proficiency Examination. 0-2-1\* (offered Fall & Winter terms)

**MVS 1116A CLASS INSTRUCTION - GUITAR I**

This course provides class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression,

playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. 0-2-1\* (offered Fall & Winter terms)

**MVS 1116B CLASS INSTRUCTION - GUITAR II**

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments. 0-2-1\* (offered on demand)

**MVV 1111A CLASS INSTRUCTION - VOICE I**

This course includes instruction in tone production, diction, music reading and repertory. Each student is given opportunity for individual aid. 0-2-1\* (offered Fall & Winter terms)

**MVV 1111B CLASS INSTRUCTION - VOICE II**

(Prerequisite: MVV 1111A or equivalent) This is a continuation of MVV 1111A. 0-2-1\* (offered on demand)

**NUR 2000 INTRODUCTION TO PROFESSIONAL NURSING**

This course is designed as a transitional course for the practical nurse who is becoming a professional nurse, and encompasses the areas of communication, management, nursing process and role transition. 1-0-1\* (offered Fall and Winter terms)

**NUR 1023 NURSING CONCEPTS**

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Therapeutic communication techniques are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. Nursing Process is introduced with emphasis on patient assessment and the development of patient care plans. Clinical components include an on-campus lab and a hospital experience where basic skills and concepts are introduced and applied. 3-9-6\* (offered Fall term)

**NUR 1210C NURSING PROCESS I**

This course, including the clinical component, introduces the student to medical/surgical nursing with emphasis on care of the patient experiencing the following: (a) surgery; (b) cardiovascular disorder; (c) respiratory; (d) male/female reproductive disorders; (e) eye/ear disorders; (f) hematologic disorders. 3-9-6\* (offered Winter term)

**NUR 2130 HUMAN GROWTH AND DEVELOPMENT**

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 2-0-2\* (offered Fall and Winter terms)

**NUR 2211C NURSING PROCESS II-A**

(Prerequisite: NUR 1210C) This course is designed to give the student an understanding of the problems and needs of clients with chronic illnesses. Emphasis is placed on identifying and meeting these needs utilizing the problem solving approach. Clinical experiences will be provided in a local hospital, home health agency, and an extended care facility to facilitate application of theory to practice and enable the student to see the role of the nurse in caring for the chronically ill client at various stages of illness/wellness and in different settings. 3-6-5\* (offered Spring, Fall, and Winter terms)

## **NUR 2214C NURSING PROCESS II-D**

(Prerequisite: NUR 1210C) Building on the prerequisite science and nursing courses, this course is concerned with more acute nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she is challenged to increasingly use her own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the patient's state of health as she is taught to plan for patient's discharge. 3-6-5\* (offered Spring, Fall, and Winter terms)

## **NUR 2250C CORONARY CARE NURSING**

This is a course for graduate nurses and involves the study of pathophysiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. 4-6-6\* (offered Fall and Winter terms)

## **NUR 2310C NURSING PROCESS II-C (Pediatric Nursing)**

(Prerequisite: NUR 1210C) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 3-6-5\* (offered Spring, Fall and Winter terms)

## **NUR 2421C NURSING PROCESS II-B (Nursing Care of Childbearing Family)**

(Prerequisite: NUR 1210C) A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 3-6-5\* (offered Spring, Fall and Winter terms)

## **NUR 2520C NURSING PROCESS II-E (Psychiatric-Mental Health Nursing)**

(Prerequisite: NUR 1210C) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person are stressed. 3-6-5\* (offered Spring, Fall and Winter terms)

## **OCB 2013 INTRODUCTION TO MARINE SCIENCE**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2013L) This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms

and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-0-3\* (offered upon demand)

## **OCB 2013L INTRODUCTION TO MARINE SCIENCE LABORATORY**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2103) Laboratory for OCB 2013. 0-2-1\* (offered upon demand)

## **ORI 2000 ORAL INTERPRETATION OF LITERATURE**

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\* (offered Fall & Winter terms)

## **OST 1100 BEGINNING TYPEWRITING**

This course will cover Modules A, B, and C. In Module A, the student learns the keyboard. In Module B, the student learns vertical and horizontal centering, simple memoranda, personal and business letters. In Module C, the student learns to do tabulation, outlines, reports, and manuscripts with footnotes. 1-4-3\*

## **OST 1108 TYPEWRITING (MODULE SYSTEM)**

All students taking typing at a campus using the module system will enroll in SES 1108. The course is divided into nine modules — three each of Beginning, Intermediate, and Advanced. Students progress from one module to another as rapidly as they can. Grade and one hour credit is given for each module completed and is identified on the transcript by level. 1-4-3\*

## **OST 1110 INTERMEDIATE TYPEWRITING**

(Prerequisite: OST 1100) This course covers Modules D, E, and F. In Module D, the student learns to do AMS letters, business letters with special features, and interoffice memoranda. In Module E, the student learns to do meeting agendas, news releases, meeting minutes, and labels with special features. In Module F, the student learns to do purchase orders, invoices, requisitions, bills of lading, reports, application letters, resumes, and financial statements. 1-4-3\*

## **OST 1211 BEGINNING SHORTHAND**

(Co-requisite: OST 1100 or the successful completion of a previous typing course) Basic principles of Century 21 Shorthand Theory and Practice (South-Western) are studied. It is open to students without previous instruction in shorthand with inadequate preparation for OST 1212. A dictation skill of 45 to 70 words a minute is developed. 1-4-3\*

## **OST 1212 DICTATION AND TRANSCRIPTION**

(Prerequisite: OST 1211 or equivalent and OST 1110 or equivalent) This course is a continuation of OST 1211. A dictation skill of 70 to 100 words a minute is developed on new-matter dictation, and transcription for mailability is emphasized. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\*



**OST 1330 BUSINESS ENGLISH**

(Prerequisite: Eligibility for ENC 1101) An intensive college course in grammar, with primary emphasis placed on sentence structure, punctuation and capitalization. 3-0-3\*

**OST 1701 INTRODUCTION TO WORD PROCESSING**

A course designed to introduce the concept of word processing in a lecture-discussion method. Students are expected to attend lectures on word processing and to complete the various research and textbook assignment. Major topics to be covered are: Traditional Office Problems; The Efficiency of Word Processing; Word Processing Systems; Word Processing Careers; Word Processing Dictation Equipment; A comparison of Automated Typewriters and Computers; Word Processing Automated Typewriters, Automated Office; Word Processing Workflow; and Word Processing Implementation. 3-0-3\*

**OST 1721 WORD PROCESSING OPERATIONS**

(Co- or prerequisite: COC 1110, OST 1110, OST 1701 or successful completion of typing skills placement test, including 50 words per minute on a five-minute timing with three or less errors, or consent of division chairperson.) An individual course introducing word processing technology, this course is designed to acquaint the student with the basic operation and logic of the microprocessor and one dedicated word processor. Activities include inserting and deleting text; forming paragraphs, formatting, typing tables; creating special effects; finding and replacing text; handling blocks and files. Emphasis is placed on gaining proficiency in elementary applications. In addition, a comprehensive study of the universal approach to word processing is presented. 2-2-3\*

**OST 1722 WORD PROCESSING APPLICATIONS**

(prerequisite: OST 1721) An individualized course in which students will complete exercises involving move and copy block commands; dot commands; find and replace; mailmerge; spellguard; grammatick, and the creation of various business documents. Cost effectiveness and quality and quantity control are emphasized, as well as decision-making and assuming responsibility. 2-2-3\*

**OST 1949 CO-OP: OFFICE EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job office education assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**OST 2120 ADVANCED TYPEWRITING**

(Prerequisite: OST 1110) This course offers a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters. Introduction is made to the the typing of legal and medical forms and government and military letters. Improvement of production ability on all typing is stressed. Word processing instruction is included on the Central Campus. 1-4-3\*

**OST 2253 LEGAL/MEDICAL DICTATION/TRANSCRIPTION**

(Prerequisites: OST 1110 and OST 1211 or equivalent) Dictation and transcription practice is given utilizing short cuts applicable to the special legal and medical fields. Legal and medical terminology are included. 2-2-3\*

**OST 2335 BUSINESS COMMUNICATIONS**

(Prerequisite: OST 1330 or ENC 1102) The purpose of this course is to study correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. 3-0-3\*

**OST 2401 CLERICAL OFFICE PRACTICE**

(Prerequisite: OST 1100) A comprehensive study of clerical office procedures. Units covered are: records management, travel, communications in the office, and use of the calculator. 3-0-3\*

**OST 2402 SECRETARIAL OFFICE PROCEDURES**

(Prerequisite: OST 2401; co- or prerequisites: OST 2120 and OST 2335) This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in the student's final semester. 3-0-3\*

**OST 2601 MACHINE TRANSCRIPTION I**

(Co-or prerequisite: OST 1110 and OST 1330) This course is designed to develop the student's proficiency in transcribing pre-dictated material into mailable copy. 2-2-3\*

**OST 2602 MACHINE TRANSCRIPTION II**

(Prerequisites: OST 2601; co- or prerequisite: OST 2120) The student will perfect his/her transcription skills acquired in Machine Transcription I. Emphasis will be placed on transcription speed and accuracy and the art of dictating. 2-2-3\*

**OST 2949 CO-OP: OFFICE EDUCATION II**

This course is a continuation of OST 1949. 1-10-3\*

**OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY**

(Co-requisite: OTH 1800) This course introduces the student to the field of occupational therapy; the history, philosophy, and underlying concepts of the profession. It also includes an introduction to basic medical terminology. The student will practice reporting skills and will become familiar with professional publications. Special attention will be given to the responsibilities of service delivery in a variety of settings. 3-0-3\* (offered Fall term)

**OTH 1121 THERAPEUTIC MEDIA (For OTA only)**

This course provides opportunities for the student to acquire competence in the area of: skilled performance of minor craft activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials, and design and maintenance of activity files. Learning will be experiential, with demonstrations by the instructor involving student participation, student-instructed demonstrations and independent study projects. 1-2-2\* (offered Fall term)

**OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY**

(Prerequisites: OTH 1001, OTH 1800, PSY 2112; co-requisite OTH 1802) This course provides the student with an understanding of occupational therapy as an evaluative and treatment process for mental illness. Material covered includes: review of mental health, abnormal psychology, past and current trends in service delivery. The student is introduced to activities therapy, models of treatment, the dyadic relationship and the group phenomena in O.T. A weekly lab gives the student the opportunity to experience and practice various group dynamics techniques. 2-2-3\* (offered Winter term)

**OTH 1520C PEDIATRIC OCCUPATIONAL THERAPY**

(Prerequisites: NUR 2092, OTH 1800C) The student will be introduced to the issues and concepts of O.T. in a pediatric setting with special emphasis upon the role of a C.O.T.A. in a school setting. Areas of study will include developmental stages, developmental tasks, the role of play in a child's world, needs of exceptional children, sensory integration, the role of O.T. in pediatrics (tools of the profession) and identifying O.T. goals of treatment. Weekly experiences in pediatric facilities will be coordinated with class work. 2-2-3\* (offered Fall term)

**OTH 1800 OCCUPATIONAL THERAPY PRACTICUM I**

(Co-requisite: OTH 1001) This course provides weekly field trips to local occupational therapy departments and two months experience as a volunteer in a nursing home activity program with opportunities to plan and implement appropriate activities under the supervision of the activity directors. Weekly seminars provide background material on the nursing home population and group evaluation of the experience. 1-3-2\* (offered Fall term)

**OTH 1802 OCCUPATIONAL THERAPY PRACTICUM II**

(Prerequisite: OTH 1300C; Co-requisite: OTH 1520C) This course is presented in two segments. First the student will work as a volunteer with two different diagnostic groups. During the work experience (arranged individually by the student and work supervisor), the student will gain experience in patient contact, professionalism, and observation/reporting skills. The other segment requires classroom reporting of the experience. 0-3-1\* (offered Fall term)

**OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB**

(Prerequisites: OTH 1001, OTH 1800) This course provides instruction in activities of daily living for the disabled, introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, muscle testing, measuring joint range of motion, acquisition and use of equipment and materials, care of supplies and analysis of activities for use in rehabilitation. 1-4-3\* (offered Fall term)

**OTH 2410 INTRODUCTION TO HUMAN DISEASE**

(Prerequisites: OTH 1001, OTH 1800, APB 1190, APB 1190L) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\* (offered Winter term)

**OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED**

(Prerequisites: OTH 1001, OTH 1800, OTH 2410, OTH 1121, NUR 2092) This course covers the occupational therapy treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. The student will also have the opportunity to plan and carry out a professional oral report. 3-0-3\* (offered Fall term)

**OTH 2840 SUPERVISED CLINICAL PRACTICE**

(Prerequisites: All OTH courses) This course requires full-time field work for six weeks in an O.T. treatment program. The student gains clinical experience working with patients under the supervision of a Registered Occupational Therapist. The student adheres to all the policies and regulations of the clinic. 0-15-5\* (offered Winter term)

**OTH 2841 SUPERVISED CLINICAL PRACTICE II**

(Prerequisite: OTH 2840) This course requires full-time field work for six weeks in an O.T. treatment program with a diagnostic group other than that chosen for OTH 2840. 0-15-5\* (offered Winter term)

**OTH 2933 SEMINAR FOR CLINICAL PRACTICE**

(Co-requisite: OTH 2840, OTH 2841) This course meets once per month in a half-day seminar in conjunction with OTH 2840 and OTH 2841. The purpose of the seminar is to receive assignment information, to give professional case study reports (1 per assignment), and to complete necessary preparation for the National Certification Examination. Student will also independently arrange three field trips during non-assigned clinic time. 1-0-1\* (offered Winter term)

**PAD 1002 INTRODUCTION TO PUBLIC ADMINISTRATION**

The basis of administration and administrative decision making. A general study of organizational structure and processes: the division of work, authority, status systems, communication and control. Relation of policy to administration. 3-0-3\*

**PAD 1416 LOCAL PERSONNEL ADMINISTRATION**

Examination of recruitment, examination, and promotion procedures for public service personnel. The relationship of formal and informal communication processes in lower administrative echelons as they bear on the formulation and implementation of personnel policies. 3-0-3\*

**PAD 1802 MANAGEMENT PRACTICES IN LOCAL GOVERNMENT**

Designed to give an overview of major objectives, methods and procedures in each of the "line activities" of small municipal governments, with emphasis on the staff aspects of the chief administrator such as: planning, financing, personnel, trend analysis and public relations. 3-0-3\*

**PAD 2200 FINANCE IN LOCAL GOVERNMENT**

This course is designed to study local government financial processes. These include revenue and expenditures. The emphasis will be on budgeting, purchasing, service charge administration and intragovernment financial programs. 3-0-3\*

**PAD 2412 SUPERVISORY METHODS IN PUBLIC ADMINISTRATION**

A program designed for supervisors and administrators stressing leadership and human relations. The thrust of the course is aimed at the creation and maintenance of a climate of participation based on communication and effective leadership. 3-0-3\*

**PAD 2845 ELEMENTS OF PUBLIC WORKS ADMINISTRATION**

This course is designed to relate public works to other municipal functions on a basis of measured achievement in areas of personnel, vehicle maintenance, sewage, cost accounting. The impact of public works on ecology, zoning, density and financing as considered from the view of the administrator. 3-0-3\*

**PCB 2063 GENETICS**

(Prerequisite: BSC 1010) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\* (offered Winter term)



## **PCB 2063L EXPERIMENTS IN GENETICS**

(Co- or prerequisite: PCB 2063) The work consists of experimental determination of various genetic ratios mainly by the computer simulation, techniques and instruction. 0-2-1\* (offered Winter term)

## **PEL 1011 TEAM ACTIVITIES**

Provision is made in this course for a general review of a variety of team activities. Skills, Strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\* (offered Fall term)

## **PEL 1211 SOFTBALL**

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. 0-2-1\* (offered Fall & Winter terms)

## **PEL 1321 VOLLEYBALL**

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\* (offered Fall & Winter terms)

## **PEL 1346 BADMINTON**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\* (offered Fall & Winter terms)

## **PEL 1441 RACQUETBALL**

This course is designed to provide the student with basic skills, technique, knowledge, strategy, and application of rules in racquetball. 0-2-1\* (offered Fall & Winter terms)

## **PEL 1621 BASKETBALL**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usages. 0-2-1\* (offered Fall term)

## **PEL 2041 RECREATIONAL GAMES**

This course offers activities of a recreational nature with emphasis on participation in table tennis, deck tennis frisbee, and other activities subject to staff approval. 0-2-1\* (offered Fall & Winter terms)

## **PEL 2111 BOWLING**

This course includes the theory, the application and the practice of basic skills in bowling. 0-2-1\* (See Fee Schedule)(Offered Fall & Winter terms)

## **PEL 2121 GOLF**

This class is designed to offer instruction in the fundamental skills and the application of the rules of golf. 0-2-1\* (offered Fall, Winter & Spring terms)

## **PEL 2241 ARCHERY**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\* (offered Fall, Winter & Spring terms)

## **PEL 2341 BEGINNING TENNIS**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\* (offered Fall, Winter & Spring terms)

## **PEL 2342 INTERMEDIATE TENNIS**

(Prerequisite: PEL 2341 or consent of instructor) This course is designed for the more advanced tennis student to pursue application of tennis skills by a

combination of learning analyzations, strategies, and progressions of skills development. 0-2-1\* (offered Fall & Winter terms)

## **PEM 1104 PHYSICAL FITNESS**

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness. 0-2-1\* (offered Fall & Winter terms)

## **PEM 1116 SLIMNASTICS**

A basic course in the rhythmic movement of the large muscles, designed to enhance the muscle tone and flexibility of the body. 0-2-1\* (offered Fall & Winter terms)

## **PEM 1146 JOGGING**

This course is for the purpose of giving the student some practical guidelines to becoming a jogger with each individual starting on his/her own program. 0-2-1\*

## **PEM 1152 PHYSICAL FITNESS II**

(Prerequisite: PEM 1100) This course is designed to acquaint the student with the six aspects of skill-related fitness. It will include activities for the development of balance, agility, coordination, speed, power, and reaction time. 0-2-1\* (offered Fall & Winter terms)

## **PEM 1201 GYMNASTICS**

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1\* (offered Fall & Winter terms)

## **PEM 2405 SELF-DEFENSE**

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense, includes instruction in crime prevention by safeguarding person and property through awareness. 0-2-1\* (offered Fall, Winter & Spring terms)

## **PEN 1231 BASIC SAILING**

The purpose of this course is to provide a basic understanding of sailing, sail boats, sailing skills, and water safety. 0-2-1\*

## **PEN 2113 LIFESAVING**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Lifesaving Certificate. 0-2-1\* (offered Winter term — see fee schedule)

## **PEN 2122 SWIMMING AND DIVING**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1\* (offered Fall & Winter terms — see fee schedule)

## **PEN 2136 SCUBA DIVING**

This course is designed to provide the student with the knowledge and skills required for scuba diving. Certification cards will be issued upon successful completion of the course. 0-2-1\* (offered Fall & Winter terms)

## **PEN 2251 CANOE CAMPING**

This course will provide the opportunity for students to acquire the knowledge, skills and appreciation of

nature necessary for successful leisure experiences in the wilderness and to plan for canoe trips (overnight) 0-2-1\*

#### **PEO 1121 FUNDAMENTALS OF GOLF**

This course is for the prospective physical education teacher and it provides the student with the basic skills and progressions in golf. Should be taken concurrently with PEO 1141. 1-0-1\*

#### **PEO 1141 FUNDAMENTALS OF ARCHERY**

This course is for the prospective physical education teacher and it provides the student with the basic skills and progressions in archery. Should be taken concurrently with PEO 1121. 1-0-1\*

#### **PEO 1323 VOLLEYBALL: FUNDAMENTALS AND OFFICIATING**

This course is designed to give the student knowledge and skills in playing and officiating volleyball. 2-2-3\*

#### **PEO 1510 FUNDAMENTALS OF SOCCER**

This course is for the prospective physical education teacher. It is designed to provide the student with the basic skills, strategies, and progressions in soccer. 1-2-2\* (offered Fall term)

#### **PEO 2351 FUNDAMENTALS OF RACQUET SPORTS**

This course is designed to give the student knowledge and skills in tennis, racquetball, and badminton. 2-2-3\*

#### **PEO 2623 FUNDAMENTALS OF BASKETBALL**

This course is for the prospective physical education teacher. It is designed to give the student knowledge and skills in basketball. 1-2-2\*

#### **PEP 1201 FUNDAMENTALS OF STUNTS, TUMBLING, AND GYMNASTICS**

This course is for the prospective physical education teacher. It is designed to give the student self-confidence, knowledge, and skills in acrobatic stunts, tumbling and gymnastics. 2-2-3\*

#### **PEP 2101 ESSENTIALS OF FITNESS**

This course is designed to give the physical education majors a fundamental knowledge of physical fitness, fitness evaluation, and program planning. Each student will be required to learn the basic techniques of and be certified in CPR. 3-0-3\*

#### **PEQ 2115 WATER SAFETY INSTRUCTOR**

(Prerequisite: PEN 2113) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\* (offered Winter term)

#### **PET 2000 INTRODUCTION TO PHYSICAL EDUCATION**

(Prerequisite: Open only to declared PE majors and minors) This course is an introduction to physical education and related areas including program, training and professional opportunities. 3-0-3\* (offered Fall & Winter terms)

#### **PHI 1000 INTRODUCTION TO PHILOSOPHY (Taught In Social Science Dept.)**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present.

Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political development. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **PHI 1100 THE ART OF THINKING (Taught in Communications Department)**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\* (offered Fall & Winter terms)

#### **PHI 1600 ETHICS (Taught in Social Science Department)**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and goals that are worth seeking in human life, using ethics as a science of conduct. 3-0-3\* (offered Winter term)

#### **PHY 2023 GENERAL PHYSICS I**

(Prerequisite: MAC 1104; co-requisite: PHY 2048L) This course is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2024. Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion translation and rotation, energy, heat, work thermal concepts and laws of physics with particular attention to application to the environment and daily experience of the average person. (Laboratory, PHY 2048L) 3-0-3\* (offered Fall, Winter & Spring terms)

#### **PHY 2024 GENERAL PHYSICS II**

(Prerequisites: PHY 2023 and PHY 2048L; co-requisite: PHY 2049L) This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (Laboratory PHY 2049L) 3-0-3\* (offered Fall, Winter and Summer terms)

#### **PHY 2048 GENERAL PHYSICS WITH CALCULUS I**

(Co-requisite: MAC 2311 and PHY 2048L) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and science. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases, and thermo-dynamics. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY**

The laboratory portion of the course, PHY 2023 and PHY 2048. It introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data and laboratory methods. 0-2-1\* (offered Fall, Winter & Spring terms)

#### **PHY 2049 GENERAL PHYSICS WITH CALCULUS II**

(Prerequisite: PHY 2048; co-requisite: MAC 2312 and PHY 2049L) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference



and diffraction and polarization. 3-0-3\* (offered Fall, Winter & Summer terms)

#### **PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY**

The laboratory portion of the course PHY 2024 and 2049. It is designed to illustrate various phenomena discussed in the lectures. 0-2-1\* (offered Fall, Winter & Summer terms)

#### **POS 1001 INTRODUCTION TO POLITICAL SCIENCE**

This course introduces the student to the basic institution of government and high-lights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\* (offered all terms)

#### **POS 2041 AMERICAN NATIONAL GOVERNMENT**

This course strives to develop an understanding and appreciation of the political institutions of the United State. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States; this course emphasizes the role of the national administration, our federal system as it relates to state government, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3\* (offered Fall & Winter terms)

#### **PSC 1341 INTRODUCTION TO PHYSICS AND CHEMISTRY**

(Prerequisite: MGF 1120 or adequate score on placement test) Survey of Physical Science is not a prerequisite for this course. This course is a study of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3\* (offered Fall, Winter & Summer terms)

#### **PSC 1341L PHYSICAL SCIENCE LABORATORY**

(Co- or prerequisite: PSC 1341) The laboratory is a combination of individual work by the student, lecture demonstration by the instructor (for those experiments where advanced operational techniques are necessary for the student, if he is to verify the agreement between theory and practice), and students working together in groups on certain basic principles experiments which involve introductory chemical and physical principles. 0-2-1\* (offered Fall, Winter & Summer terms)

#### **PSC 1513 SURVEY OF PHYSICAL SCIENCE**

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3\* (offered all terms)

#### **PSY 2012 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group difference, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\* (offered all terms)

#### **REA 1000\*\* INTRODUCTION TO READING SKILLS (College Preparatory)**

This developmental reading course is designed for students whose placement test scores indicate the need for intensive training in basic reading skills. Major topics include vocabulary, comprehension, speed of comprehension, and reading-study skills. (Emphasis is placed upon literal reading skills.) Students passing this course are required to enroll in REA 1106. Graded Passing or Not Passing (P-N). 6 contact hours per week.

#### **REA 1106 COLLEGE READING**

(This course emphasizes a higher level of reading skills than that presented in REA 1000. Major topics include vocabulary, comprehension, speed of comprehension, and reading-study skills. (Emphasis is placed upon critical reading skills.) 3-0-3\*

ACT	SAT	Placement
0-13	0-339	REA-1000

#### **RED 1219 PHONICS FOR TEACHERS**

This course is designed to develop basic phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\*

#### **REE 1000 REAL ESTATE PRINCIPLES AND PRACTICES — FREC I**

A study of the basic principles, practices and theories of real property, its economic value, legal implication, and relationship to the salesperson and broker. Includes a study of Florida Real Estate License Law. Successful completion required by Florida Real Estate Commission prior to filing application for state license examination for salesperson. 4-0-4\*

#### **REE 1100 REAL ESTATE APPRAISAL I**

(Prerequisite: REE 1000 or consent of instructor) The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3\*

#### **REE 1200 REAL ESTATE FINANCE**

(Prerequisite: REE 1000 or consent of instructor) A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, industrial plants and rental apartment buildings will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.



**REE 1949 CO-OP: REAL ESTATE I**

(Prerequisite: REE 1000 or consent of instructor)  
This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job real estate assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**REE 2220 REAL ESTATE FOR BANKERS**

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by concentrating on the following broad areas: 1) the manner in which funds are channeled into the mortgage markets; 2) the financing of residential property; 3) the financing of special purpose property; and 4) the administrative tasks common to most mortgage departments. An introduction to the vocabulary of real estate serves as the starting point for consideration of individual topics such as the source of mortgage credit, federal assistance in the mortgage market, and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers. The analysis of mortgage credit, as well as the policies related to collection, are also covered, as are the administration of a bank's mortgage portfolio and the analysis of real estate investment yields. 3-0-3\*

**REE 2440 ABSTRACTS AND TITLES I**

This course shall include a study of: History of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. 3-0-3\* (offered Fall & Winter terms)

**REE 2441 ABSTRACTS AND TITLES II**

(Prerequisite: REE 2440) This course shall be an intermediate level study relating to title matters, especially appropriate to Palm Beach County. Emphasis will be placed on three areas: 1) Land title description in detail; 2) Title examination and legal interpretations leading toward issuance of title insurance; 3) Title insurance, escrows and closings. (Available for students who have completed Abstracts and Titles I, or those whose experience meets with the approval of the instructor.) 3-0-3\* (offered on demand)

**REE 2801 REAL ESTATE PRINCIPLES AND PRACTICES — FREC II**

(Prerequisite: active holder of Florida Real Estate Salesman's license for at least 6 months) A comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's license. Applications must be approved before students are admitted to the course. 4-0-4\* (offered all terms)

**REE 2949 CO-OP: REAL ESTATE II**

This course is a continuation of REE 1949. 1-10-3\*

**REL 1210 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding people through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3\*

**REL 1243 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study 3-0-3\* (offered Fall & Winter terms)

**REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\* (offered Winter term)

**RMI 1015 GENERAL PRINCIPLES OF INSURANCE INS-21**

A study of basic principles that underlie the entire field of insurance as well as the nature and operation of the insurance business. This course is the equivalent of the course listed as INS 21 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

Examinations for Licensure:

Students who give evidence of successful mastery of concepts presented in RMI 1015 should be prepared to sit for the following license exams:

- 2-10 Ordinary Combination Life Including Disability
- 2-12 Fraternal Benefit
- 2-13 Industrial Life Including Disability
- 2-14 Ordinary-Variable Annuity
- 2-16 Ordinary Life
- 2-18 Ordinary Life Including Disability
- 2-21 Motor Vehicle Physical Damage

**RMI 1032 PRINCIPLES OF INSURANCE PRODUCTION PRO-81\*\***

This course provides a comprehensive study of the insurance sales process with special attention given to important personal and commercial lines insurance contracts and coverages. Emphasis is placed on a "needs" approach to selling the most up-to-date policies and on developing a programmed portfolio of interrelated insurance coverages. A combination of coverage analysis and case studies of factual situations is used to illustrate needs and uses. Risk management as a selling tool is presented. 3-0-3\*

**RMI 1033 MULTIPLE LINES INSURANCE PRODUCTION PRO-82\*\***

This course is an introduction to commercial insurance contracts and coverages applicable to businesses and institutional enterprises. Emphasis is placed on selling broad multi-peril package policies and important specialty lines of insurance. The practice of identifying commercial account sales opportunities is developed by using case studies of various businesses. 3-0-3\*

**RMI 1112 CASUALTY INSURANCE INS-23**

(Prerequisite: RMI 1015 or consent of instructor) A study of coverages, policy provisions, and concepts to liability insurance policies, suretyship, the liability insurance aspects of multi-line contracts, and life, health, and social coverages. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*Successful completion of Pro-81, 82, 83 earns the "Accredited Insurance Advisor."



## **RMI 1210 PROPERTY INSURANCE INS-22\*\***

(Prerequisite: RMI 1015 or consent of instructor) A study of coverages, policy provisions, and concepts common to property insurance, including the standard fire policy, extended coverage endorsement, dwelling forms, crime insurance, business interruption forms, inland and ocean marine coverages, and the property coverages of various personal and commercial multiple-line contracts. This course is the equivalent of the course listed as INS 22 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

## **RMI 2702 MARKETING AND AGENCY OPERATIONS PRO-83\*\***

This course is an overview of the functional areas of general agency operations. Topics studied include: selecting, training, and retaining sales personnel; developing and implementing a marketing plan; understanding functional operations — sales, personnel administration, record keeping, accounting and finance; dealing with insurance companies; promoting personal and agency growth through the development of sales, time and control plans. 3-0-3\*

## **RTE 1401C RADIOLOGICAL TECHNIQUE I**

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

**a. Professional Ethics** — to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

**b. Darkroom Chemistry and Technique** — the objective course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.

**c. Principles of Radiographic Exposure I** — the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.

**d. Radiographic Positioning I** — the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.

**e. Film Critique I, II, III, and IV** — to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

## **RTE 1800L APPLIED RADIOLOGICAL TECHNIQUE I**

## **RTE 1402C RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes the positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

**a. Radiographic Positioning II** — to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.

**b. Principles of Radiographic Exposure II** — to give the student instruction in the use of cones, diaphragms, collimators, filters, grid screens, and film and the effect each has on the radiograph.

**c. Common Procedures Using Contrast Media** — to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contradictions of these media.

**d. Nursing Procedures** — to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.

**e. Pediatric Radiography** — to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

## **RTE 1810L APPLIED RADIOGRAPHIC TECHNIQUE III**

## **RTE 2403C RADIOLOGICAL TECHNIQUES III**

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special protection, special radiographic procedures, and film critique.

**a. Radiographic Positioning III** — to positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.

**b. Principles of Radiographic Exposure III** — to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and exposure factors.

**c. Radiation Protection** — this course provides instruction as to the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.

**d. Special Procedure** — to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

## **RTE 2404C RADIOLOGICAL TECHNIQUE IV**

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

**a. Radiation Therapy and Nuclear Medicine** — this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis

\*Lecture-Lab-Credit Hours

\*\*Successful completion of Pro-81, 82, 83 earns the "Accredited Insurance Advisor"

being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

**b. Intraoral Radiology** — to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.

**c. Equipment Maintenance** — to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function in the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.

**d. Departmental Administration** — to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and inter- departmental relationships such as those pertaining to attitudes and policies relative to personnel management.

**e.** to acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

#### **RTE 2840L APPLIED RADIOLOGICAL TECHNIQUE IV**

#### **RTE 2950L APPLIED RADIOLOGICAL TECHNIQUE III**

#### **RTE 2860L APPLIED RADIOLOGICAL TECHNIQUE V**

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

#### **RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION**

Principles of television studio practice and successful programming. Instruction and demonstrations in the basic skills and performance techniques for television. 3-0-3\* (offered Fall & Winter terms)

#### **SLS 1211 OPTIMAL SELF-DEVELOPMENT**

This course is designed to provide the student with information about theories of optimal self-development and methods for achieving this goal. The self-directed activities provide an opportunity for self-understanding and for initiating a personally chosen self-change. 3-0-3\*

#### **SLS 1301 CAREER DEVELOPMENT**

This course is designed to instruct students in decision-making, career planning, and academic survival skills, Personality variables (interests, values, and aptitudes), employability skills, job search planning, career exploration, communication skills, and study and test-taking skills are studied from a personalized perspective with built-in experiential exercises, such as direct experiences with DISCOVER, a

computerized career guidance system. 3-0-3\* (offered Fall & Winter terms)

#### **SLS 1501 COLLEGE SURVIVAL SKILLS**

This course is designed to assist students in developing and improving notetaking, test taking and study skills. Time management and stress management and stress management techniques will also be covered, as well as methods to reduce test anxiety. Students will assess and examine their individual learning styles and will learn how to adjust their methods of learning and study habits to accommodate their preference and weaknesses. 1-0-1\* (offered all terms)

#### **SOP 2740 FEMINIST PSYCHOLOGY**

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, men's liberation, and the women's movement. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth. 3-0-3\* (offered Fall and Winter terms)

#### **SPC 1600 FUNDAMENTALS OF SPEECH**

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. (offered all terms) 3-0-3\* Written Work: 1,000 words.

#### **SPC 1601 PUBLIC SPEAKING**

(Prerequisite: SPC 1600 or equivalent or permission of the Department Chairperson) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\* (offered Winter term)

#### **SPN 1100 ELEMENTARY SPANISH I**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and cultures of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered all terms)

#### **SPN 1101 ELEMENTARY SPANISH II**

(Prerequisite: SPN 1100 or equivalent) The course is a continuation of SPN 1100. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered all terms)

#### **SPN 2200 INTERMEDIATE SPANISH I**

(Prerequisite: SPN 1101 or equivalent) Objectives of



this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\* (offered Fall term)

#### **SPN 2201 INTERMEDIATE SPANISH II**

(Prerequisite: SPN 2200 or equivalent) The course is a continuation of SPN 2200. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\* (offered Winter term)

#### **SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I**

(Prerequisite: SPN 1101 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Short dialogs and readings based on daily living experiences will serve as topics for discussion and conversation in Spanish. Intensive oral practice is emphasized. 3-0-3\* (offered Fall term)

#### **SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II**

(Prerequisite: SPN 2240 or equivalent) This course is a continuation of SPN 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice is emphasized. 3-0-3\* (offered Winter term)

#### **SSI 1949 CO-OP: SOCIAL SCIENCE TRAINING**

Co-Op Education in Social Science is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job social science assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **SSI 2949 CO-OP: SOCIAL SCIENCE TRAINING II**

This is a continuation of SSI 1949. 1-10-3\*

#### **STA 2014 STATISTICS**

(Prerequisite: MAT 1033 or equivalent OR permission of Mathematics Department Chairperson) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation and coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **SUR 1100 BASIC SURVEYING**

(Co-requisite: MTB 1321) A study of the elementary theory and practice of plane surveying including taping, differential leveling, angle measurements, stadia, note reduction, traverse closure and associated computation. 2-2-3\* (offered Fall and Winter terms)

#### **SUR 2101 SURVEYING I**

(Co-requisite: MTB 1322) This course includes field measurement techniques, taping corrections, an-

gles by repetition, differential leveling, note reduction, instrument adjustments, traverse closure and area computation. 2-4-4\* (offered Fall & Winter terms)

#### **SUR 2201C SURVEYING III**

(Prerequisite: SUR 2101, MTB 1322) This course is a study of elements of route surveying and design; transportation systems; reconnaissance; preliminary; location surveys; circular curves; vertical curves; spirals; earthwork; mass diagram; superelevation; and sight distances. 3-4-4\* (offered Winter term)

#### **SUR 2300C TOPOGRAPHY AND MAPPING**

(Prerequisite: SUR 2101 and ETD 2121C or suitable experience) A study of the field and drafting techniques of map construction; control surveys; detail surveys; transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross section field work and drafting; earthwork computations; and map reproduction techniques. 2-3-3\* (offered Fall term)

#### **SUR 2330 PHOTOGRAMMETRY**

(Prerequisite: SUR 2101 or suitable experience) A study of the geometrical characteristics of photographs and photogrammetric equipment; flight planning and control; photogrammetric measurements; land use and land planning; applications. 3-0-3\* (offered Fall term)

#### **SUR 2400 LEGAL ASPECTS OF SURVEYING**

(Prerequisite: SUR 2101 or suitable experience) A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions; property transfer; resurveys; subdivision plats; surveyor in court; and water boundaries. 3-0-3\* (offered Fall term)

#### **SUR 2402 LAND SURVEYING AND DESCRIPTIONS**

(Prerequisite: SUR 2400 and SUR 2610C or suitable experience) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys (including all associated computations) 3-0-3\* (offered Winter term)

#### **SUR 2460 SUBDIVISIONS**

(Co- or Prerequisite: ETD 2121C and SUR 2201C or suitable experience: A study of plat construction from tract description to final record plat, plat drafting; necessary computations; lettering; meaning of legal parts; and current plat laws and regulations. 3-0-3\* (offered Winter term)

#### **SUR 2500 ELECTRONIC AND GEODETIC SURVEYING**

(Prerequisite: SUR 2610C) This course consists of: EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, a azimuth, line of position; least squares, theory, and applications. 2-4-4\* (offered Winter term)

#### **SUR 2610C SURVEYING II**

(Prerequisite: SUR 2101, MTB 1322) Errors and error analysis; precision specifications design; traverse computations; adjustment methods; area; missing elements; line and curve intersections; precise leveling; angle and distance measurements. 2-4-4\* (offered Fall term)

## **SYG 1012 INTRODUCTION TO GLOBAL STUDIES**

This course introduces the student to the realities of current global problems: changing demographic patterns, food and energy resources, the structure of international relations with an emphasis on the development and encouragement of a global perspective on the part of a sophisticated citizenry for an age of interdependence. 3-0-3\*

## **SYG 1440 INTRODUCTION TO THE SOCIAL SCIENCES**

This course introduces the student to the various disciplines of the social sciences which are interrelated and do not exist as distinct entities. The forces and factors that produce patterns of human interrelationships are examined with special emphasis on such basic institutions as the family, school, church and business. An underlying emphasis in the course is the meaningful significance of ongoing human culture. 3-0-3\* (offered all terms)

## **SYG 2000 INTRODUCTION TO SOCIOLOGY**

(Prerequisite: SYG 1440 or permission of department chairperson). This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3\* (offered Fall, Winter & Spring terms)

## **SYG 2010 AMERICAN SOCIAL PROBLEMS**

(Prerequisite: SYG 1440 or permission of the department chairperson) This course explores some of the major social problems now confronting American society — such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3\* (offered Fall, Winter and Spring term)

## **SYG 2340 LIFE STYLES AND FAMILY RELATIONSHIPS**

A functional course designed to examine the interrelationships between the biological, sociopsychological and cultural aspects of human sexual behavior and how changing sexual attitudes and behavior are related to social change in general. Emphasis is placed upon the changing contemporary factors related to development and expression of the varieties of human intimacy, patterns of attraction and living arrangements, both in and out of marriage and family context. 3-0-3\* (offered Fall, Winter & Spring terms)

## **SYG 2361 DEATH AND DYING**

This course focuses on the various issues and complex problems associated with death and dying resulting from changes in society itself. It encompasses a full range of topics, from grief, funeral practices, and widowhood to suicide, life beyond death, and the moral and ethical issues related to this subject of universal, compelling interest. 3-0-3\*

## **SYG 2950 TRAVEL/STUDY: BRITISH SOCIOLOGY (1)**

From a variety of offerings, the student may choose lectures at Cambridge University England, on **one** of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500;

The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics — A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. 3-0-3\* (offered Summer term)

## **SYG 2951 TRAVEL/STUDY: BRITISH SOCIOLOGY (2)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on **two** of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics — A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. 6-0-6\* (offered Summer term)

## **THE 1000 INTRODUCTION TO THE THEATER**

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\* (offered Fall term)

## **THE 1020 TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\* (offered Winter term)

## **THE 1949 CO-OP: THEATER I**

Co-op Education in Theater is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job theater assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

## **THE 2721 THEATER FOR A CHILDREN'S AUDIENCE**

The aim of this course is to analyze the theory of children's theater, to survey its development within the American theatrical scene, to study its function within the American community, and to pursue materials available for use with and for children. 3-0-3\* (offered Winter term)

## **THE 2949 CO-OP: THEATER II**

This course is a continuation of THE 1949. 1-10-3\*

## **TPA 1210 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and classroom demonstrations in the construction, painting, and handling of scenery, makeup, and the making of properties. 3-0-3\* (offered Fall term)



**TPA 1211 ADVANCED STAGECRAFT**

This course is a continuation of TPA 1210 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets along with the principles of stage lighting in classroom demonstrations and experiences. 3-0-3\* (offered Winter term)

**TPP 2100 ACTING I**

(Prerequisite: THE 1020 or special permission of the Department Chairperson) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\* (offered Fall term)

**TPP 1220 ACTING II**

(Prerequisite: TPP 2100 or special permission of the department chair) This course is a continuation of TPP 2100 with special emphasis on the various processes of developing characterization. The student also studies the script in depth to discover the relationships that affect the character. Students will study methods of auditioning, preparing a resume and present monologues and scenes for stage performance. 3-0-3\*

**WOH 1012 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergency of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\* (offered Fall & Winter terms)

**WOH 1022 MODERN CIVILIZATIONS**

A continuation of WOH 1012, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\* (offered Winter term)

**ZOO 1013 GENERAL ZOOLOGY LECTURE**

(Prerequisite: BSC 1010L; co-requisite: ZOO 1013L) An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\* (offered Fall & Winter terms)

**ZOO 1013L GENERAL ZOOLOGY LABORATORY**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: ZOO 1013) This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\* (offered Fall & Winter terms)

**ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY**

(PREREQUISITES: ZOO 1013, ZOO 1013L; CO-REQUISITE: ZOO 2713L) This course deals with the early embryology and the development of the organ systems for the main classes of vertebrates. In addition, this course discusses the origins and classification of the chordates. 3-0-3\* (offered Fall term, and upon demand, the Winter term)

**ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY LABORATORY**

(Co-requisite: APB 1191) The laboratory includes the examination and dissection of representatives of the major classes of vertebrates. The work in the laboratory includes the dissection of the lamprey, shark, *Necturus* and cat. 0-4-1\* (offered Fall term, and upon demand, the Winter term)

**FREQUENTLY CALLED NUMBERS**

<i>Art Department Chairman</i> .....	439-8142
<i>Athletic and Activities Director</i> .....	439-8068
<i>Beachcomber (Student Newspaper)</i> .....	439-9064
<i>Bookstore</i> .....	439-8033
<i>Business Department Chairperson</i> .....	439-8122
<i>Cafeteria</i> .....	965-8829
<i>Career Center</i> .....	439-8174
<i>Cashier/Finance</i> .....	439-8020
<i>Center for Personalized Instruction</i> .....	439-8048
<i>Communications Department Chairman</i> .....	439-8140
<i>Criminal Justice Department Chairman</i> .....	439-8145
<i>Dental Health Department Chairman</i> .....	439-8096
<i>Education/Social Science Division Chairperson</i> .....	439-8162
<i>Engineering Department Chairman</i> .....	439-8123
<i>Financial Aid</i> .....	439-8060
<i>Guidance/Counseling</i> .....	439-8174
<i>Glades Campus</i> .....	996-3055
<i>Health Clinic</i> .....	439-8066
<i>Intramurals</i> .....	439-8070
<i>Job Placement Center</i> .....	439-8056
<i>Library</i>	
1st floor/ A.V. ....	439-8118
2nd floor/periodicals .....	439-8114
3rd floor/stacks .....	439-8116
<i>Lost and Found/Security</i> .....	439-8035
<i>Mathematics Department Chairperson</i> .....	439-8124
<i>North Campus</i> .....	622-2440
<i>Nursing Department Chairperson</i> .....	439-8091
<i>Phi Theta Kappa</i> .....	439-8229
<i>Physical Education Department Chairman</i> .....	439-8068
<i>President's Office</i> .....	439-8080
<i>Registrar</i> .....	439-8106
<i>Registration</i> .....	439-8100
Admissions (Day) .....	439-8102
Admissions (Evening) .....	439-8110
Graduation .....	439-8105
Records and Transcripts .....	439-8104
Veteran's Assistance .....	439-8109
<i>Security/Lost and Found</i> .....	439-8035
<i>South Campus</i> .....	393-3981
<i>Student Government Association</i> .....	439-8228
<i>Testing Center</i> .....	439-8053
<i>Vocational Education Programs, Dean</i> .....	439-8085
<i>All other numbers at PBJC Central</i> .....	439-8000

CSL	DEPT.#	COURSE TITLE	CO/PRE-REQUISITE	CR	GR	INSTRUCTOR	TERM/YR. COMPLETED

## SEMESTER II


## SEMESTER I SOPHOMORE YEAR


## SEMESTER II






PHOTO BY FERANY CORBATO

## A

Absence	45
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<p>1) Have you taken ANY courses, workshops, (credit or non-credit), conducted by BJJC? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, when? _____ If NO or if courses were workshops or non-credit          a non-refundable \$10 application fee (check or money order) or a non-refundable \$25 (U.S. currency only)  <b>application fee</b> International students must accompany application.</p> <p><b>INCOMPLETE FORMS OR FORMS WITHOUT APPLICATION FEE WILL NOT BE PROCESSED.</b></p> <p>2) Check the campus you plan to attend. Mail or return your application and application fee to that campus.          (International students send application and fee directly to the Central Campus.)</p> <p><input type="checkbox"/> <b>Central Campus</b>, 4200 Congress Ave., Lake Worth, Florida 33461</p> <p><input type="checkbox"/> <b>North Campus</b>, 3160 PGA Blvd., Palm Beach Gardens, Florida 33410</p> <p><input type="checkbox"/> <b>Glades Campus</b>, 1977 College Dr., Belle Glade, Florida 33430</p> <p><input type="checkbox"/> <b>South Campus</b>, P.O. Box 3D95, Boca Raton, Florida 33432</p> <p><input type="checkbox"/> <b>Day Classes</b>    <input type="checkbox"/> <b>Evening Classes</b></p> <p>3) Term you plan to enter <input type="checkbox"/> Fall (Aug.-Dec.) <input type="checkbox"/> Winter (Jan.-May) <input type="checkbox"/> Spring (May-June) <input type="checkbox"/> Summer (June-Aug.)</p> <p>4) In what program or curriculum do you plan to major? _____</p> <p><input type="checkbox"/> A.A. <input type="checkbox"/> A.S. <input type="checkbox"/> Non Degree. Specialized Programs (Dental, Nursing, Paramedic,          etc.) require completion of an additional Admissions Packet for each area.</p> <p>5) If you do not have a Social Security Number, contact the nearest          Social Security Office. Not required of foreign students.</p>	<p>Sex _____</p> <p>Resident _____</p> <p>Birthdate _____</p> <p>Adm. Date _____</p> <p>Class _____</p> <p>Basis _____</p> <p>Race _____</p> <p>Citizenship _____</p> <p>H.S. Code _____</p>
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6) EXACT LEGAL NAME \_\_\_\_\_  
last first middle maiden(if any)

7) LOCAL ADDRESS \_\_\_\_\_  
no./street

\_\_\_\_\_

city/town county state zip

8) PERMANENT ADDRESS \_\_\_\_\_  
no./street

\_\_\_\_\_

city/town county state zip

9) PHONE \_\_\_\_\_ 10) FLORIDA RESIDENT? \_\_\_\_\_ how long? \_\_\_\_\_  
local bus.

11) SEX ☐ M ☐ F 12) BIRTHDATE \_\_\_\_\_ 13) BIRTHPLACE \_\_\_\_\_  
city/state country

14) RACE/ETHNIC ORIGIN  
(Required for Office of Civil Rights Reports) ☐ White-Non Hispanic ☐ Black-Non Hispanic ☐ Hispanic ☐ Asian ☐ American Indian

15) EMERGENCY CONTACT \_\_\_\_\_  
(include address and phone number if different from above)

\_\_\_\_\_

\_\_\_\_\_

GENERAL INFORMATION

1) High school from which you graduated. Indicate which received: Diploma, certificate of completion, or GED\*

NAME OF SCHOOL	CITY/STATE	DATE OF GRAD. OR GED

2) List below all other colleges you have attended (include correspondence work). \* GED students must submit copy of diploma  
Omission of any college attended would constitute falsification of records.

NAME OF INSTITUTION	LOCATION	DATE OF ATTENDANCE MO/YR		DEGREE RECEIVED
		From	To	

3) Official transcript must be requested from and sent directly to the campus you plan to attend by EACH School (High School or College).

4) List all names under which you attended the above schools. \_\_\_\_\_

First-time-in-college freshmen or undergraduate students transferring from another college or university:

1. APPLICATION: Complete the Application form in detail and forward it to the Admissions Office at the campus you plan to attend. International applications must be sent directly to the central campus regardless of the campus you plan to attend. Attach \$10 Application Fee (\$25 if foreign).
2. TRANSCRIPTS: Send the transcript request form to the high school last attended. Transfer students must request that official transcripts be sent directly from each previous college or university attended.
3. RESIDENCE AFFIDAVIT: Florida citizens must complete the appropriate section of this form and have it notarized. Court records are required for proof of legal guardianship.
4. PLACEMENT TEST: Each first-time-in-college student must furnish test scores from the ACT or SAT test prior to registering for classes. If you have not yet taken either test, make an appointment to take the ACT test at the testing center on the campus where you will register (Central 439-8053, Glades 996-3055, North 622-2440, South 393-3980).
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Dental Assisting, Dental Hygiene, & Dental Lab Tech.	Occupational Therapy Assistant
Nursing (except LPN to RN and Advanced)	Paramedic
6. INTERNATIONAL STUDENTS: Application must be complete at least three months prior to the term you wish to begin. Please refer to separate additional requirements. Attach check or money order for \$25 in U.S. currency.
7. RECORDS: Any student falsifying application records will be subject to immediate dismissal without refund. All credentials submitted become the property of the college and can not be returned.
8. ACCEPTANCE: Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon our receipt of all required documents, including high school transcript, GED or transcripts of all previous college work attempted.
9. HANDICAPPED STUDENTS: Support services are available through the Counseling Service unit. If you need any special assistance, contact the counselor serving the handicapped at 439-8057 or 439-8056.
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1) <input type="checkbox"/> U.S. Citizen      2) <input type="checkbox"/> Resident Alien*      3) <input type="checkbox"/> Refugee*      *Must submit copy of immigration card 4) <input type="checkbox"/> Foreign Student Visa: Country of Citizenship _____ Admission No. _____ 5) <input type="checkbox"/> Other Visa: Type _____ FOREIGN APPLICANTS PLEASE SEE SEPARATE ADDITIONAL REQUIREMENTS. Students attending on Visas do not qualify for classification as Florida residents for tuition purposes. 6) Is English your native language? <input type="checkbox"/> YES <input type="checkbox"/> NO    7) If foreign born, how long have you lived in the United States? _____	CITIZENSHIP
<b>FLORIDA RESIDENCY STATEMENT</b> Section 240.1201 (2)(a), Florida Statutes, states that "To qualify as a resident for tuition purposes: 1. A person or, if that person is a dependent child, his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to qualification." Residency exemptions for tuition purposes: <input type="checkbox"/> 1. Active duty military personnel stationed in Florida, their spouses, and dependent children. <input type="checkbox"/> 2. Full-time instructional and administrative personnel employed by Florida public schools, community colleges, and institutions of higher learning as defined in Section 228.041, F.S., their spouses, and dependent children. If residency eligibility is based on an exemption, please indicate category one or two above. PLEASE READ AND SIGN THE APPROPRIATE STATEMENT BELOW. If the statement is executed by other than a natural parent, a copy of the court order assigning guardianship is required.	STATEMENT
I do not meet the 12-month residency requirement as stated above. I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that all of the foregoing application and residency statements are true, complete, and correct.  Executed on this date _____ Signature of applicant 18 years of age or older _____ _____ Signature of parent or legal guardian of applicant under 18 years of age.	NON RESIDENT
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**STUDENT:** Please send this request form to your high school, or if you have attended college, send one to each college.

**PLEASE SEND MY HIGH SCHOOL OR COLLEGE TRANSCRIPT TO:**

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PALM BEACH JUNIOR COLLEGE  
4200 Congress Avenue  
Lake Worth, Florida 33461**

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
Name of College

My name is \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Birth date \_\_\_\_\_ Date first enrolled \_\_\_\_\_  
Month Day Year

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? Yes ☐ No ☐ Date: \_\_\_\_\_

My records will be  
found under name \_\_\_\_\_  
Last First Middle

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Rev. 3/86 R-II8

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Student Signature

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\_\_\_\_\_  
Student Signature





1) Have you taken ANY courses, workshops, (credit or non-credit), conducted by PBJC? YES ☐ NO ☐

If YES, when? \_\_\_\_\_ If NO or if courses were workshops or non-credit a non-refundable **\$10 application fee (check or money order)** or a non-refundable **\$25 (U.S. currency only) application fee** International students must accompany application.

**INCOMPLETE FORMS OR FORMS WITHOUT APPLICATION FEE WILL NOT BE PROCESSED.**

2) Check the campus you plan to attend. Mail or return your application and application fee to that campus. (International students send application and fee directly to the Central Campus.)

- ☐ **Central Campus**, 4200 Congress Ave., Lake Worth, Florida 33461  
☐ **North Campus**, 3160 PGA Blvd., Palm Beach Gardens, Florida 33410  
☐ **Glades Campus**, 1977 College Dr., Belle Glade, Florida 33430  
☐ **South Campus**, P.O. Box 3095, Boca Raton, Florida 33432  
☐ **Day Classes** ☐ **Evening Classes**

3) Term you plan to enter ☐ Fall (Aug.-Dec.) ☐ Winter (Jan.-May) ☐ Spring (May-June) ☐ Summer (June-Aug.)

4) In what program or curriculum do you plan to major? \_\_\_\_\_

☐ A.A. ☐ A.S. ☐ Non Degree. Specialized Programs (Dental, Nursing, Paramedic, etc.) require completion of an additional Admissions Packet for each area.

SOCIAL SECURITY NUMBER

5) If you do not have a social Security Number, contact the nearest Social Security Office. Not required of foreign students.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sex \_\_\_\_\_

Resident \_\_\_\_\_

Birthdate \_\_\_\_\_

Adm. Date \_\_\_\_\_

Class \_\_\_\_\_

Basis \_\_\_\_\_

Race \_\_\_\_\_

Citizenship \_\_\_\_\_

H.S. Code \_\_\_\_\_

FOR OFFICE USE ONLY

6) EXACT LEGAL NAME

last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_ maiden(if any) \_\_\_\_\_

7) LOCAL ADDRESS \_\_\_\_\_  
no./street \_\_\_\_\_

city/town \_\_\_\_\_ county \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

8) PERMANENT ADDRESS \_\_\_\_\_  
no./street \_\_\_\_\_

city/town \_\_\_\_\_ county \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

9) PHONE \_\_\_\_\_ local \_\_\_\_\_ bus \_\_\_\_\_ 10) FLORIDA RESIDENT? \_\_\_\_\_ how long? \_\_\_\_\_

11) SEX ☐ M ☐ F 12) BIRTHDATE \_\_\_\_\_ 13) BIRTHPLACE \_\_\_\_\_  
city/state \_\_\_\_\_ country \_\_\_\_\_14) RACE/ETHNIC ORIGIN  
(Required for Office of Civil Rights Reports) ☐ White-Non Hispanic ☐ Black-Non Hispanic ☐ Hispanic ☐ Asian ☐ American Indian15) EMERGENCY CONTACT \_\_\_\_\_  
(include address and phone number if different from above)

GENERAL INFORMATION

1) High school from which you graduated. Indicate which received: Diploma, certificate of completion, or GED\*

NAME OF SCHOOL	CITY/STATE	DATE OF GRAD. OR GED

2) List below all other colleges you have attended (include correspondence work).  
Omission of any college attended would constitute falsification of records.

\* GED students must submit copy of diploma.

NAME OF INSTITUTION	LOCATION	DATE OF ATTENDANCE	MO./YR	DEGREE RECEIVED
		From	To	

3) Official transcript must be requested from and sent directly to the campus you plan to attend by EACH School (High School or College).

4) List all names under which you attended the above schools. \_\_\_\_\_

EDUCATIONAL DATA

First-time-in-college freshmen or undergraduate students transferring from another college or university.

1. APPLICATION: Complete the Application form in detail and forward it to the Admissions Office at the campus you plan to attend. International applications must be sent directly to the central campus regardless of the campus you plan to attend. Attach \$10 Application Fee (\$25 if foreign).
2. TRANSCRIPTS: Send the transcript request form to the high school last attended. Transfer students must request that official transcripts be sent directly from each previous college or university attended.
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Name of College

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Month Day Year

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

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Student Signature





# PALM BEACH JUNIOR COLLEGE - CENTRAL CAMPUS

Lake Worth Rd.

Congress Ave.

6th Ave.

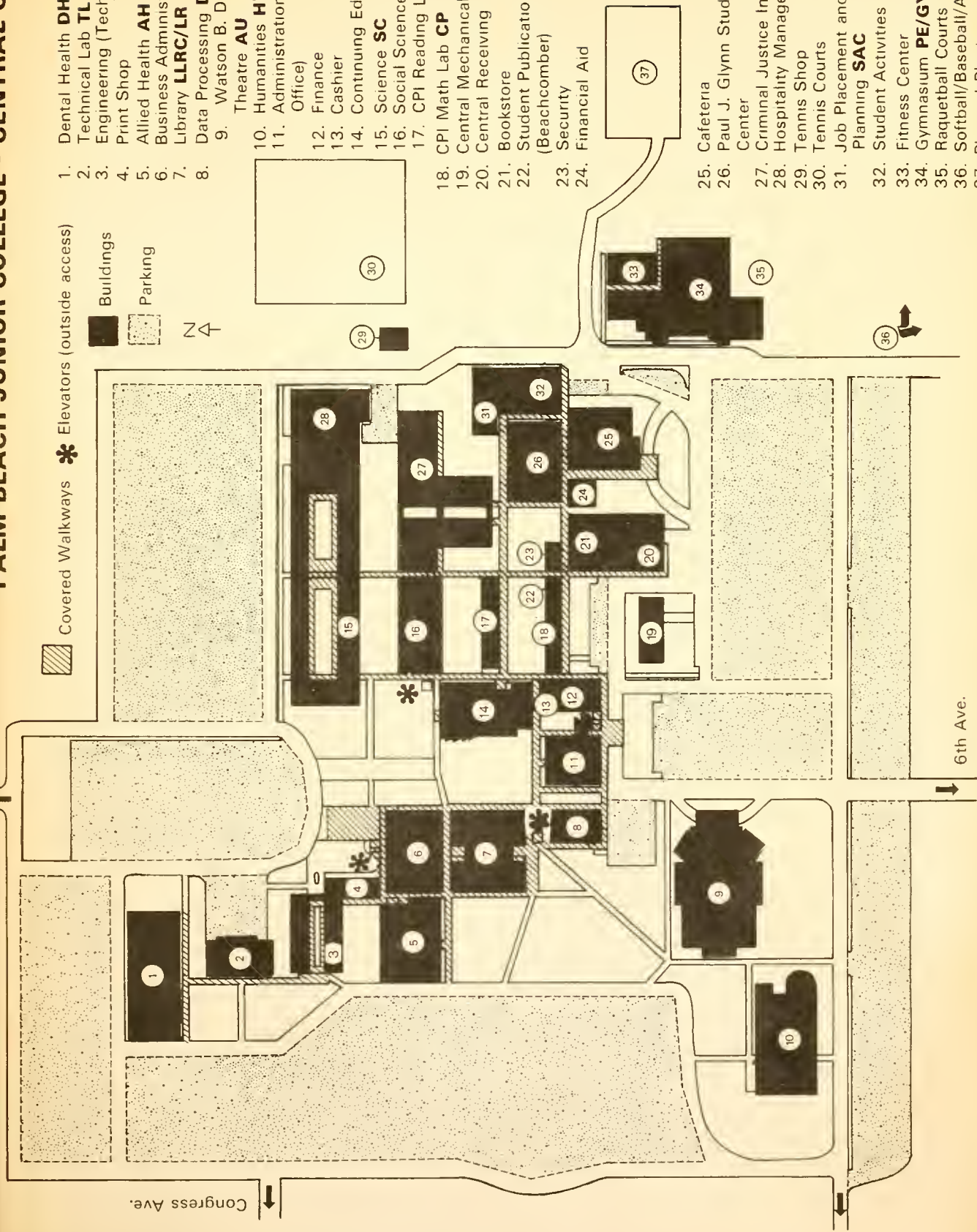
Covered Walkways \* Elevators (outside access)

Buildings

Parking

N

1. Dental Health **DH**
2. Technical Lab **TL**
3. Engineering (Technical) **TE**
4. Print Shop
5. Allied Health **AH**
6. Business Administration **BA**
7. Library **LLRC/LR**
8. Data Processing **DP**
9. Watson B. Duncan, III
10. Theatre **AU**
11. Humanities **HU**
12. Administration (Presidents Office)
13. Finance
14. Cashier
15. Continuing Education **CE**
16. Science **SC**
17. Social Science **SS**
18. CPI Reading Lab **CP**
19. CPI Math Lab **CP**
20. Central Mechanical Plant
21. Central Receiving
22. Bookstore
23. Student Publication (Beachcomber)
24. Security
25. Financial Aid
26. Cafeteria
27. Paul J. Glynn Student Services Center
28. Criminal Justice Institute **CJ**
29. Hospitality Management **SC**
30. Tennis Shop
31. Tennis Courts
32. Job Placement and Career Planning **SAC**
33. Student Activities Center **SAC**
34. Fitness Center
35. Gymnasium **PE/GYM**
36. Raquetball Courts
37. Softball/Baseball/Archery Fields
38. Physical Plant



**Palm Beach Junior College  
4200 Congress Avenue  
Lake Worth, Florida 33461**

~~NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
LAKE WORTH, FLA.  
PERMIT #17~~

















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1986/87

Palm Beach Junior  
College.

The bulletin of Palm  
Beach Junior College.  
1961-1988.

**REFERENCE ROOM****Lake Worth, Fla. 33461**

